**Transition University of St Andrews: Volunteer Task Description**

**Your Role**

**Position:** Social Enterprise Intern

 **Aims:** To help us improve and develop the business strategy and marketing of various Transition initiatives including Bike Pool, “The Tree” food hub and StAnd Re-Use.

**Main Tasks:** Evaluating current working practices and advising on improvements. Devising alternative business and marketing plans**.** Assisting with grant writing when required. Some data collection.

**Time commitment:** 2 hours per week

**Times of day:** Flexible

**Base:** Transition University of St Andrews, Woodburn Place.

**Skills needs:**

1. Organisational skills
2. Some business experience

 3. Marketing skills

 4. Reliability

**Benefits to Volunteer:**

1. Work experience (See attached Skills Map)

 2. Research experience

 3. A Transition University of St Andrews volunteer pack

1. Compatible with the Saltire Awards scheme for volunteers aged 12-25.

For further information email transition@st-andrews.ac.uk or call 01334 464000.



Transition University of St Andrews: Environmental Skills Map

**Position:** Social Enterprise Intern

At Transition University of St Andrews we are keen to ensure that our volunteers receive maximum benefit for their time spent on assisting with our projects. As a consequence, we try to ensure our volunteer positions enhance the skill set of the participants.

We have teamed up with The Institute of Environmental Management and Assessment and the Careers Centre to match our positions with the environmental skills set required for those wishing to work in the environment profession. The table below outlines which training opportunities we think this position offers.

|  |
| --- |
|  Sustainability Skills and Knowledge Set  |
| Knowledge and Understanding | Understand Environmental and Sustainability Principles | **X** |
| Understand Environmental Policy Issues |  |
| Awareness of Environmental Management and Assessment Tools |  |
| Aware of Environmental Legislation and Know How to Assess Compliance |  |
| Aware of Key Business and Commercial Tools | **X** |
| Analytical Thinking | Collect Data and Undertake Analysis and Evaluation | **X** |
| Research and Plan Sustainable Solutions | **X** |
| Communication | Determine Effective Communication Methods | **X** |
| Engage with Stakeholders | **X** |
| Sustainable Practice | Support the Implementation of Environmental Management and/or Assessment Tools |  |
| Propose Ways to Improve Environmental Performance | **X** |
| Aware of How a Changing Environment Creates Opportunities and Risks for Organisations | **X** |
| Leadership for Change | Support Change in An Organisation | **X** |
| Encourage Others to Improve Sustainability | **X** |



Transition University of St Andrews: Benefit to the Organisation

**Position:** Social Enterprise Intern

At Transition University of St Andrews we recognise that our volunteers like to know how they are contributing to the work of our organisation. Most of our volunteers will contribute to many aspects of Transition, however, we have identified this role as being particularly complementary with our **Transition Together** projects.

Through our **Transition Together** projects we aim to provide a supportive community of likeminded people who are trying to lead ethical, low-carbon lifestyles. This volunteer position is central to ensuring we have the best reach with our initiatives.

We think it is important to improve our business plans and marketing because:

* It will help ensure they are self-sufficient in the longer term, not reliant on grant money as is the case in some instances
* It will help bring our initiatives to a wider range of people in St Andrews and beyond
* It will support sustainable living across the community

