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

**Your Role**

**Position:** Special Events Coordination and Promotion Intern

**Aims:** To support the coordination and publicity of a number of special events run or supported by Transition. These will include Green Week, Green Film Festival, Earth Year, European Mobility Week and St Andrews Day.

**Main Tasks:** To help coordinate the promotion of Special Events via social media (Facebook and Twitter). To write blogposts about Special Events for the Transition website. To help organise and/or assist with events where possible.

**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 event management skills

3. Marketing/social media knowledge

4. Ability to work in a team

**Benefits to Volunteer:**

1. Work experience (See attached Skills Map)

2. Project management Experience

3. Marketing and communication experience

4. A Transition University of St Andrews volunteer pack

5. 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:** Special Events Coordination and Promotion 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 |  |
| Research and Plan Sustainable Solutions |  |
| 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 |  |
| 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:** Special Events Coordination and Promotion 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 achieve low-carbon lifestyles. This volunteer position is central to our engagement at our Special Events.

We think these Special Events are important because:

* They provide networking opportunities across the town and University communities
* They are a celebration of the work of Transition
* We can bring the work of Transition to the attention of others in the local community
* They provides a dynamic time and space to brainstorm new ideas for sustainability solutions

