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

**Position:** Sustainable Transport Publicity & Media Intern

**Aims:** To increase awareness of various Transition Sustainable Transport initiatives, including Bike Pool, Go St Andrews and E-Car Club.

**Main Tasks:** To produce publicity materials (e.g. social media posts, blogs, fliers, video) for the promotion of sustainable travel initiatives.

**Time commitment:** 2 hours per week

**Times of day:** Flexible

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

**Skills needs:**

 1. Organisational skills

 2. Marketing skills

 3. Reliability

 4. Communication skills

**Benefits to Volunteer:**

 1. Work experience (See attached Skills Map)

 2. Marketing and communication experience

 3. Event management skills

 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:** Sustainable Transport Publicity & Media 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.

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|  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 |  |
| Aware of How a Changing Environment Creates Opportunities and Risks for Organisations |  |
| 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:** Sustainable Transport Publicity & Media 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 **Sustainable Transport** Projects (see <http://www.gostandrews.org/>)

Through our **Sustainable Transport** projects we aim to help people understand the ecological footprint of their transport choices and to access sustainable alternatives. This volunteer position is also linked to our Skills Share Project which tries to encourage knowledge exchange within the community.

We think our Sustainable Transport initiatives are key to the success of Transition because:

* They encourage cycling which is both good for personal health and the environment
* It encourages other sustainable transport solutions such as Liftshare, ECar and walking
* It facilitates safer cycling
* It develops skills required to lead a more sustainable lifestyle
* It provides a free and valuable service to residents of St Andrews

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