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

**Position:** Toolshare Intern (systems and promotions)

**Aims:** To assist with the promotion and development of our new Toolshare project, which loans out and maintains a wide range of tools to the local community

**Main Tasks:** To help develop and test a suitable loans system, to assist with promotion of the project via social media and the Transition website, to write update blogs about project progress.

**Time commitment:** 2 hours per week

**Times of day:** Flexible

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

**Skills needs:**

1. Experience of running social media campaigns

 2. Reliability

 3. Communication Skills

**Benefits to Volunteer:**

 1. Work experience (See attached Skills Map)

 2. Marketing and communication experience

 3. A Transition University of St Andrews volunteer pack

 4. 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:** Toolshare Intern (systems and promotions)

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 | **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:** Toolshare Intern (systems and promotions)

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 **Circular Economy** Projects.

Through our **Circular Economy** projects we aim to provide an alternative, more sustainable approach to consumption practices. This volunteer position is part of our Community Share initiative which tries to encourage the exchange of knowledge and goods within the community.

We think that the Toolshare project is a key Transition project because:

* It is provides participants with useful skills which complement a Zero Waste society
* It encourages innovation and creativity
* It highlights awareness of reuse and recycling