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| **University of St Andrews****Estates****Transition Project Officer – CG1510SB****Further Particulars for Applicants**  |

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| **Transition University of St Andrews (Transition UStA)** |

Transition University of St Andrews (Transition UStA) seeks a Project Officer to progress and implement practical projects aimed at helping staff and students to support sustainable development. The post holder will have an opportunity to develop projects focused on energy reduction in halls, reducing waste and promoting biodiversity, according to the needs of the University and Transition, whilst supporting practical research in sustainability where researchers and students are active. Since Transition is a volunteer based organisation, the post holder will play a role in recruiting, motivating and managing volunteers and helping them to achieve tasks aligned with projects. The post holder will also take a lead role in helping to communicate the work of Transition within the University and to the wider community through social and printed media. The role will be based within the Transition University of St Andrews team that sits within the Estates department of the University.

To fill the position of Transition Project Officer, Transition UStA requires a highly motivated individual who is able to work independently and as part of a team. You must have the ability to engage and inspire students, staff and the wider community to take action on local sustainability issues. Strong organisational, communication, and IT skills are a must. There is an emphasis on developing communications and promotional work of the organisation in order to engage participants and increase awareness and action, particularly on climate change. So, preference will be given to candidates who have an experience of social marketing, design and media. The post holder will also be required to assist with fundraising bids on occasion so knowledge and skills in this area will be beneficial.

The post holder will report to the Transition UStA Manager and provide regular updates to the Transition UStA Steering Group and University as required.

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|  **Job Description** |

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| Job Title: Transition Project OfficerSchool/Unit: Estates, Transition UStA teamReporting to: Transition Project ManagerJob Family: Managerial Specialist and AdministrativeDuration of Post: 3 Years | Working Hours: Full time, 36.25 hours per week; may include occasional evenings and weekends as requiredGrade/Salary Range: Grade 4 / £21,843-£25,298 per annumReference No: CG1510SBProposed Start Date: March 2018 or as soon as possible thereafter |

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| **Main Purpose of Role** |

The role will look to engage and support students and staff in reducing their impact on the environment through developing and implementing projects that may include energy reduction, waste reduction and enhancing biodiversity. Other areas of work may develop as the requirements of the sustainability goals of the University and the estates department develop so a good general knowledge of sustainability issues is required and ability to engage people in action on Climate Change. The impact of the post will be aligned to specific University targets on recycling, energy reduction or biodiversity actions according to the projects being undertaken.

There is a specific focus on improving communications on Transition projects in order to enhance the uptake of our activities and produce effective campaigns. This will require the post holder to help plan and design campaigns with other workers whilst taking a lead on organising our social media.

The role will be based within the Estates department of the University and report to the Transition UStA project manager.

In addition, the role will also work with existing staff in the Transition University St Andrews (Transition) to deliver a coordinated programme aimed at encouraging the uptake of sustainable behaviours across the University and local community.

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| **Key Duties and Responsibilities** |

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| Key Duties and Responsibilities | Approx. % of time |
| 1. Deliver behaviour change projects aimed at engaging staff and students at the University on sustainability issues. This may include projects focused on Waste, Energy use, Travel and Biodiversity as required
 | 40 |
| 1. Lead on Transition University of St Andrews communication activities including social media, web and printed media.
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| 1. Recruit, train and manage volunteers aligned to the projects being undertaken
 | 20 |
| 1. Assist with the creation of funding bids.
 | 10 |

Special Requirements: Some flexible working at weekends and in evenings will be required in order to attend and run meetings and events.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

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| **Person Specification**  |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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|  | **Essential** | **Desirable** | **Evaluated by**  |
| **Skills** | Ability to manage and guide complex and evolving projects | Creating and implementing new projects, especially in relation to sustainable behaviours | Application / Interview |
|  | Personal organisation, particularly time management and prioritisation skills |  | Interview |
|  | Ability to engage with a range of university departments, academics, support staff and students | Confidence in delivering environmental training / awareness-raising | Application / Interview |
|  | Good verbal, written and numeric skills. Computer literate.  |  | Application  |
|  | Ability to use social media to communicate in professional and engaging ways |  | Application/ interview  |
| **Knowledge** | Broad and thorough understanding of environmental issues and diverse range of political and social responses |  | Application / Interview |
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|  | Understanding of university structures and processes, including research and learning | Specific knowledge of research within the University of St Andrews | Application / Interview |
|  | Broad understanding and awareness of Transition and sustainability initiatives in Fife and Scotland | Specific knowledge of sustainability initiatives within St Andrews  | Application/Interview |
| **Qualifications** |  | Degree level or equivalent in a relevant discipline | Application  |
| **Experience** | Experience of running promotions or social media campaigns | Ability to produce print or digital design | Application / Interview |
|  | Experience of setting up and managing projects | Experience of academic research | Application / Interview |
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| **Personal attributes** | Friendly, supportive and approachable by a wide range of actors |  | Interview |
|  | Demonstrable commitment to sustainable development  |  | Application / Interview |
|  | Ability to operate on own initiative |  | Application/Interview |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information**  |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx), however if you are unable to do this, please call +44 (0)1334 462571 for a paper application form.

For all applications, please quote ref: CG1510SB

The University of St Andrews is committed to promoting equality of opportunity for all, which is further demonstrated through its working on the Gender and Race Equality Charters and being awarded the Athena SWAN award for women in science, HR Excellence in Research Award and the LGBT Charter;  <http://www.st-andrews.ac.uk/hr/edi/diversityawards/>.

The University is committed to equality of opportunity.

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Obligations as an Employee**  |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

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| **The University & Town**  |

Founded in the early 15th century, St Andrews is Scotland’s first university and the third oldest in the English speaking world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, the town of St Andrews was once the centre of the nation’s political and religious life.

Today it is known around the world as the ‘Home of Golf’ and a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than 40% of the local population.

The University of St Andrews is a diverse and international community of over 11,000, comprising students and staff of over 120 nationalities. It has 8,800 students, just over 7,000 of them undergraduates, and employs approximately 2,540 staff - made up of c. 1,190 in the academic job families and c 1,350 in the non-academic job families.

St Andrews has approximately 50,000 living graduates, among them former Scottish First Minister Alex Salmond and the novelist Fay Weldon. In the last 90 years, the University has conferred around 1000 honorary degrees; notable recipients include Benjamin Franklin, Rudyard Kipling, Alexander Fleming, Iris Murdoch, James Black, Elizabeth Blackadder, Tim Berners-Lee and Hillary Clinton.

The University is one of Europe’s most research intensive seats of learning. It is the top rated university in Scotland for teaching quality and student satisfaction. In the Research Excellence Framework (REF) 2014 the University was ranked top in Scotland for quality of research output and one of the UK’s top 20 research universities.

St Andrews is consistently held to be one of the United Kingdom’s top ten universities in university league tables compiled by The Times and The Sunday Times, The Guardian and The Complete University Guide. The University has eight times been named the top multi-faculty university in the UK in the National Student Survey – a direct reflection of the quality of teaching, assessment and facilities. In international and world rankings St Andrews scores highly for teaching quality, research, international outlook and citations. It is established as a World Top 100 institution in annual rankings produced by QS and Times Higher Education.

Its international reputation for delivering high quality teaching and research and student satisfaction make it one of the most sought after destinations for prospective students from the UK, Europe and overseas. In 2015 the University received on average 12 applications per place. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

The University is closely integrated with the town. The Main Library, many academic Schools and Service Units are located centrally, while the growth in research-active sciences and medicine has been accommodated at the North Haugh on the western edge of St Andrews.

As the University enters its seventh century, it is delivering a varied programme of strategic investment, including the refurbishment of its Main Library and a major investment in its collections, the opening of a research library, the development of a major arts centre and a Music Centre, the refurbishment of the Students’ Union, the provision of 900 additional students beds, the relocation of professional services to purpose built accommodation and the development of a wind-farm and green energy centre to offset energy costs.