

Live Smart Co-ordinator

Hours: 12 hours a week October – June. 27 paid weeks total. Preferred working pattern 2 x 6 hour days during the week, with some flexibility to allow for occasional evening/weekend events and study patterns.

Pay: £9.83 per hour

Base: Sustainability Team, Park Campus

Line Manager: Sustainability Engagement Manager

Closing date: 5pm Thursday 26th September

Interviews: Monday 30th September

Start date: W/C September 30th

Background

The University of Gloucestershire has an international profile for its work in sustainability. We have won numerous awards to celebrate this work – most recently achieving top of the UK university sustainability league (People and Planet 2019).

The Sustainability Team work to integrate sustainability into the curriculum, campus operations and experience of life at the University; maintaining our reputation as leaders of sustainability in Higher Education.

Live Smart is UoG's student-led engagement programme which aims to inspire and support students to live in smarter ways that have a positive impact on their wellbeing, finances, local community, and the sustainability of the wider planet.

Find out more:

- sustainability.glos.ac.uk
- uniofglos.blog/livesmart

The Role

The Live Smart Co-ordinator will be responsible for engaging a wide range of students in Live Smart's key activities including the Live Smart challenge and end of year events.

Working as part of the Sustainability Team, and supported by the Sustainability Engagement Manager, the role will work with another student post, and also liaise with teams across the university, including Student Services, Communications and Marketing, and the Students Union.

Duties and responsibilities

1. Co-ordinate delivery on Live Smart challenges and end of year events, working with students, staff and external partners
2. Work with the SU to align Live Smart theme activities with the aims of the SU and Residential Life programmes
3. Support the recruitment and co-ordinate the activities of student volunteers, to shape and support Live Smart activities

4. Work with the Sustainability Communications Officer to co-ordinate Live Smart communications, including live social media content

Person specification

We are looking for:

- Team players, able to work effectively with other students and members of staff
- An ability to motivate other students to engage in Live Smart's activities
- Strong interpersonal skills
- A basic understanding of what's involved in planning, delivering and evaluating an event
- Motivated and organised individuals, with initiative to prioritise workloads and meet deadlines
- Commitment to sustainability and the aims of the Live Smart programme

It is an additional benefit if you have:

- A basic knowledge of sustainability issues and the global sustainable development agenda
- A creative and innovate mind, able to use initiative to solve problems
- Experience of working with students/volunteers
- Previous experience of organising events

Applications process

Email us with the answer to these questions on max 1 side of A4:

- Why do you want the role of Live Smart Co-ordinator?
- How does your experience meet the person specification?
- Your course and year of study

Miriam Webb, Sustainability Engagement Manager: mwebb7@glos.ac.uk

Got questions?

Email Miriam: mwebb7@glos.ac.uk