



national union of students

JOB DESCRIPTION

1. Main Details

Job Title	Carbon Ambassador Project Officer (6 month fixed-term contract)
Grade	SO1
Department	NUS Scotland (Campaigns and Strategy)
Responsible to	Head of Membership Development (Scotland)
Responsible for	Project volunteers
Place of work	Edinburgh, NUS Scotland
Hours of work	36 hours per week, Monday to Friday plus additional hours as required Attendance at Scottish Conference and Council Attendance at National Conference Attendance at staff training events

2. Purpose of Job

NUS Scotland has recently received funding from the Scottish Funding Council for a pilot project, training and supporting students to carry out community carbon audits.

The post holder will be responsible for the successful delivery all aspects of a pilot project, training and empowering students studying in colleges and universities in Scotland to carry out campus and community energy audits.

The outcomes of the project will be:

- Quantifiable reductions in carbon emissions by organisations audited;
- New community bridges built between Scottish students' associations and their local community;
- Enhancing the employability of the student volunteers through practical experience of energy auditing and transferable skills.

3. Main Duties and Responsibilities

- Recruit and train student volunteers to carry out Carbon Audits in their local communities.
- Provide on-going support to student volunteers carrying our Carbon Audits.



national union of students

- Monitor and evaluate the progress on the project and prepare reports to funders.
- Develop and deliver a funding strategy to secure the extension of the pilot project.

4. Responsibility for resources

- Responsible for monitoring project expenditure against agreed budget, under the management of Head of Membership Development (Scotland).

5. Job Activities

This is a 6-month fixed-term contract. There is the possibility of a 30-month extension to May 2012 depending on funding.

Job activities will be conducted within the relevant NUS office, but the post holder may be required to visit NUS HQ (London), NUS Services HQ (Macclesfield) and other NUS offices and external venues throughout the UK. The post holder may occasionally be required to work evenings and weekends to carry out duties.

Project development

- Develop project communications plan and marketing materials.
- Develop carbon audit training package and project resources including audit checklist and report proforma.

Recruitment and training

- Recruit two partner college students' associations and one partner university student' associations in Scotland.
- Recruit 10 student volunteers from each of the partner associations.
- Train the student volunteers from partner associations.

Audits

- Arrange a total of 40 carbon audits for the volunteers to complete in pairs:
 - 10 students' associations / university departments;
 - 15 local community organisations;
 - 15 local businesses.
- Support volunteers in delivery of their first audits.
- Ensure that audit reports from volunteers are received, processed and send to audit sites.
- Send out post-audit feedback forms to audit sites and analyse responses.



national union of students

Project management

- Convene a steering group and organise two meetings.
- Formally feedback to funders once a month.
- Feedback to the NUS Scottish Executive Committee on the project and provide advice on ethical and environmental issues as required.
- Write and submit an end-of-pilot project report to the funder – submitted by first week of December 2009.

Fundraising

- Develop and submit a bid to the Climate Challenge Fund to extend the pilot - submitted by first week of September 2009.
- Investigate other potential funding to extend the pilot project.

6. General

- Act as an internal environmental champion for NUS Scotland.
- Attend events and meetings as required.
- To work towards the achievement of organisational goals and quality standards in accordance with NUS' Strategic Plan.
- Work towards the achievement of the organisations goals and quality standards.
- To use IT applications (word processing, email etc) to service the posts' administrative needs.
- As the post holder may be the first point of contact for many external organisations, individuals, and the membership you are expected to remain conversant with and aware of developments within NUS' work.
- The post holder may be required to perform other duties analogous to the post, and to carry out duties on behalf of NUS Scotland where specialist skills or knowledge apply.



PERSON SPECIFICATION

Qualifications and Experience

Essential

- Degree, similar qualification or appropriate level of experience in the ethical and environmental field.
- Experience of delivering successful environmental initiatives or projects.
- Experience of delivering training / managing training events.
- Experience of managing volunteers.

Desirable

- Experience of carrying out energy audits.
- Experience of successful grants fundraising.
- Experience of working in or with students' associations
- Experience of managing a project budget.

Abilities, Skills and Knowledge

Essential

- An understanding of energy and water efficiency issues and solutions in a commercial environment.
- Ability to set priorities, balance workload and deliver to deadlines.
- Excellent written and verbal communication skills.
- Ability to meet deadlines and organise workload with minimum supervision.
- IT literate including Microsoft Office.

Desirable

- Ability to produce high quality communications materials.
- Ability to keep accurate records and project administration.

Personal Characteristics and Behaviours

- A passionate and persuasive champion of environmental and ethical issues
- A positive approach to work, with a focus on achieving goals
- Commitment to the Mission, Vision, Values & Beliefs of NUS
- Commitment to being an active part of an environment that promotes equality of opportunity whilst recognising and valuing diversity
- An understanding of and commitment to working effectively within a democratic environment
- Commitment to excellent customer care