



JOB DESCRIPTION

Job Title: Green Impact Project Assistant	Rate of Pay: £12.31 per hour plus £1.72 holiday pay
Department: Sustainability Department	
Reporting directly to: Director of Sustainability	
Main Duties*: <ol style="list-style-type: none">1. Meeting with allocated teams to discuss working arrangements; continue to meet with them on a regular basis.2. Supporting the team in its Green Impact actions according to its requirements and the agreed goals.3. Communicate with other Project Assistants to support each other.4. Communicate with the Green Impact Project Supervisor and the sustainability department on the progress of your assigned team(s).5. Work with the teams to ensure that their project implementation plans and final project reports are submitted on time.6. To promote and encourage sustainable travel, nature and biodiversity, health and wellbeing and sustainable food, energy awareness, reuse and recycling and other environmental and sustainable initiatives amongst colleagues and students.7. Helping to organise promotional events.8. Identifying new opportunities or other sustainability initiatives.9. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.10. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.11. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working. <p>*The above does not represent an exhaustive list of duties associated with this role.</p>	