

## Colleges Sustainability Assistant

### Overview

The purpose of this assignment will be to work with the Cambridge Colleges to produce the first inter-collegiate Environmental Sustainability Report.

The work is being commissioned by the Bursars' Environment Sub-Committee (BESC) acting on behalf of the 31 Colleges in the University. The Assistant will sit within the Sustainability Team of the University's Estates Division and be managed by the University's Environmental Manager who leads the production of the University's annual [Environmental Sustainability Report](#).

### Vacancy description

The [Sustainability Team](#) are looking for an enthusiastic person with an interest in sustainability, experience of data collection and report writing and an ability to work well with a variety of stakeholders. We would welcome applications from current PhD students, but if successful they would need to apply for a [non-medical intermission](#).

This project will involve liaising with 31 Colleges to collate data and content and pull this together into a publicly available environmental sustainability report for 2021/22. It is anticipated that the report will primarily be narrative based highlighting existing environmental initiatives within Colleges. There will be some data to be included in the report relating to scope 1 and 2 carbon emissions, and other aspects (e.g. waste, water) where available.

The production of this report will promote and provide transparency on Colleges' environmental activity and support the ambition of Collegiate Cambridge to report on its carbon emissions and associated initiatives. It will be published alongside the University's Environmental Sustainability Report 2021/22 in early 2023. The Oxford Colleges have already produced a [collective report](#).

### Outputs

The key outputs for this project will be:

- A Colleges Environmental Sustainability Report (2021/22) agreed by the BESC
- An engaging presentation of findings to the BESC and other key stakeholders as necessary, to possibly include the University's [Environmental Sustainability Strategy Committee](#) (ESSC)
- Clear recommendations to inform the collective reporting by Colleges in the future.

### Assignment description

The work involved in this project will include:

- Collation of data, content and imagery from individual Colleges via survey and interviews with staff and students
- Drafting of report following discussion of structure with the Environmental Manager
- Provision of a draft to the Bursars' Environment Sub-Committee for comment
- Liaising with external designer undertaking design work
- Sign-off of final report by the Bursars' Environment Sub-Committee

- Publication of the report online
- Capturing lessons learnt and making recommendations to support the collective reporting by Colleges in the future.

This assignment is available as a full-time position (36.5 hours per week), fixed-term for 20-weeks starting from September 2022. We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

The rate of pay is £15.53 per hour.

The Estates Division has adopted hybrid working. The role holder will be based in Greenwich House, but may work from home for part of the week. The role holder is expected to work flexibly, in regards to location, to meet the project needs including travel to Colleges across Cambridge for interviews and fact-finding. The exact working pattern will be agreed between the role holder and the line manager.

The role holder will be contracted via the University's [Temporary Employment Service](#).

### **Person Specification:**

- This position is not discipline-specific, but applicants must have a knowledge of climate and sustainability issues as well as a passion for the subject.
- Experience of drafting reports.
- Ability to comprehensively obtain, review, understand, analyse and collate information in a clear and coherent manner.
- Good verbal and written communication skills and experience of meeting and working with people from a range of backgrounds and disciplines.
- Ability to communicate complex concepts in a way that is appropriate to the target audience.
- Well-developed organisational skills and the ability to establish and manage simultaneous projects.
- Ability to prioritise own workload as not continuously supervised.
- Able to use standard software packages (e.g. Word, Excel, PowerPoint).
- Knowledge of the University of Cambridge would be an advantage.
- All applicants are legally required to demonstrate the right to work/permission to work in the UK.

### **Application process**

Applications must be submitted using this form: <https://forms.office.com/r/P8Na96qXBx>

Closing date: Sunday 7 August

Shortlisted candidates will be invited to interview on 24 August 2022.