Person Specification

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society. We particularly encourage applications from candidates who are likely to be underrepresented in The University of Cambridge's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and women.

This position is not degree specific, but it is desirable that applicants have:

- A passion for sustainability and some knowledge of climate and environmental issues.
- Interest and/or knowledge of equality, diversity and inclusion intersections with sustainability.
- Interest and/or knowledge in communications, marketing or social media management.
- Good audio-visual design skills; experience of working with developing visual resources.
- Ability to communicate complex concepts in a user-friendly way which is appropriate to the target audience.
- Well-developed organisational skills and the ability to establish and manage projects.
- Competency in standard software packages e.g., Word, Excel, PowerPoint.
- Competency on basic social media platforms e.g., Twitter, Facebook, Instagram.
- Aptitude to learn and/or experience of using software such as Articulate and/or Moodle.
- Knowledge of the University of Cambridge.

All applicants must be students who are current or recent students (graduated within the last year).

All applicants are legally required to demonstrate the right to work/permission to work in the UK.
Pay and benefits

- Salary: £10.42 per hour.
- Suggested start date: 17th July 2023
- Location:
  - Hybrid (remote / Greenwich House). Exact balance to be discussed with successful candidate.
  - The intern will be required to come to Greenwich House once a month as a minimum to coincide with our Team meetings.
  - For candidates whose normal place of work is outside of Cambridge, reasonable travel costs will be covered on these occasions.
  - If additional, occasional visits to Cambridge are also required / requested by the line manager, reasonable travel costs will be covered.
- Duration: Up to 24 weeks depending on the successful candidate. The position will take place over a maximum of 9-months, specific duration will depend on full or part-time as required.
- Application Form: https://forms.office.com/e/u4WgZJcB4A
- Closing date: 9am 5th June 2023
- Shortlisted applicants will be invited to interview; the provisional interview date is Wednesday June 14th.

For any queries about this position, please email sustainability@admin.cam.ac.uk