

**JOB DESCRIPTION**  
**Students' Union Intern (Environmental Sustainability)**  
**Vacancy Ref: N1959**

<b>Job Title:</b> Students' Union Intern (Environmental Sustainability)	<b>Present Grade:</b> 4
<b>Department/College:</b> Students' Union	
<b>Directly responsible to:</b> Development Manager (Environmental Sustainability)	
<b>Supervisory responsibility for:</b> NA	
<b>Other contacts</b>	
<b>Internal:</b>	
Students' Union staff and officer teams, University Facilities operational, maintenance and management teams, academic departments across the University.	
<b>External:</b>	
Student volunteers, prospective students, academic institutions, partner Universities, professional networks, external staff and visitors.	
<b>Green Lancaster designate funding support:</b>	
1. Provide proactive support to the Development Manager (Environmental Sustainability) on the delivery of the Students' Union objectives and targets for the 'Green Lancaster' designate funding.	
<b>General Students' Union organisational support:</b>	
2. To be an ambassador for student engagement with the environmental sustainability agenda within the students' union and prioritise activities in line with the Student's Union's Sustainability Key Performance Indicators for this area;	
3. Work with the Students' Union Environmental Sustainability Team to plan and facilitate a programme of student facing projects, campaigns and events. Duties to include organising transport, catering, booking venues, creating and maintaining records, communicating with stakeholders, speakers and participants;	
4. Maintain an up-to-date list of internal and external contacts relevant to the environmental sustainability agenda;	
5. Take part in strategic networking and development events in partnership with internal and external stakeholder, partner organisations and funders relevant to the environmental sustainability agenda;	
6. Undertake administrative and office based organisational tasks including shredding of confidential waste as required;	
7. To undertake scheduled practical tidying and maintenance work to ensure a productive student work and social space is provided at the Green Lancaster EcoHub.	
<b>General Duties</b>	
8. To support the Students' Union in working towards our strategic vision to make Lancaster University a place where all our students can feel a sense of belonging and know that their students' union is a positive force for change driven by their collective interests and welfare;	

9. Undertake professional development, including annual performance and development review.
10. To operate within the remit of the University's Information Security Framework when working with confidential or restricted data.
11. Contribute to the Students' Union being a safe, sustainable and fair organisation for our staff, students and others we engage with. You will be expected to know, uphold and champion:
  - equality diversity and inclusion
  - safeguarding policies and procedures and understand any risks in your area of work, their management and how to respond to issues/concerns.
  - health and safety policies and procedures and understand any risks in your area of work, their management and how to respond to issues/concerns
  - sustainability policies and procedures.
12. It is expected that the post holder will be able to participate in training opportunities that are relevant to their duties and that any Union specific mandatory training will be completed in a timely manner.
13. Know, uphold and champion Students' Union Officers' policy positions even if it differs from personal values or beliefs
14. Undertake other duties, development and training as assigned by the Chief Executive Officer or their representative, appropriate to the grade of the position.