

**PERSON SPECIFICATION**  
**Students' Union Intern (Environmental Sustainability)**  
**Vacancy Ref: N1959**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Recent Graduate - Educated to degree level or equivalent qualification with recent experience of the Higher Education environment as a student	Essential	Application Form
Experience of environmental sustainability projects. Preferably demonstrating active participation in projects or campaigns aimed at students and/or young people.	Essential	Supporting Statements/ Interview
Experience of administrative and organising processes related to projects, events and campaigns	Essential	Supporting statements
The ability to present written/digital information in an accurate and appropriate format.	Desirable	Application Form/ Interview
Experience of prioritising workload to meet competing deadlines	Desirable	Supporting Statements/ Interview
Experience of handling confidential information and basic understanding of Data Protection legislation	Desirable	Application Form
Advocate of student wellbeing and development including experience of working with or supporting the target audience in a professional manner	Desirable	Supporting Statements/ Interview
Ability to work in a team and have a flexible approach to work	Essential	Interview
To convey an appropriate rationale and interest in applying for this particular post	Essential	Application Form
Commitment to ongoing personal development and training	Essential	Interview
Presentation skills and the ability to communicate information relevant to the environmental sustainability agenda to the target audience.	Desirable	Supporting Statements/ Interview
A thorough understanding of contemporary environmental issues and local/national/global context of environmental sustainability.	Essential	Supporting Statements/ Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.