**Green Impact Project Assistant**

The LSE Sustainability Team are looking for student Green Impact Project Assistants to help deliver ‘Green Impact’ – a competition for teams across the School to create a more sustainable workplace, and celebrate environmental achievements. You will help to enhance LSE’s sustainability, whilst gaining key transferrable skills and experience.

**What is Green Impact?**

Green Impact is a behaviour change and engagement programme – it helps people understand sustainability and social responsibility, shows them what they can do to make a difference, and supports them in achieving these actions. For the past 7 years LSE has taken part in Green Impact, and this year is no different.

Staff from across LSE form teams, and take a series of small actions to improve the environmental impacts of their departments, logging evidence of their efforts using an online workbook. They also develop their own environmental projects, reflecting their team’s interests. Teams are audited at the end of the academic year to see how well they have done. Your role comprises of helping your assigned team to achieve their Green Impact criteria and complete their chosen project.

Green Impact is also run at over 60 universities and colleges, and 100 students’ unions across the UK. Have a look at an example workbook: [www.greenimpact.org.uk/example](http://www.greenimpact.org.uk/example), username: [example@nus.org.uk](mailto:example@nus.org.uk), password: example

**What will it involve?**

Your individual responsibilities will vary based on the goals of each team – we will aim to match your expectations of the role to the team needs. For example, if you are very keen in helping to run a project we will aim to match you with a team that is planning an ambitious project. You could be doing anything from administration work, communications, and organisation (helping to compile evidence for the online workbook, completing research for communications/newsletters) to event and project planning and management.

To help you in guiding the teams you will receive training from the Sustainability Team on Green Impact and other professional skills (event planning/project management/organisation skills etc.). The training will take place on 9th November from 2-4pm – please ensure that you are available to attend the training on this date. You will also receive support throughout the year from the Sustainability Engagement Officer for advice, support, resources and ideas.

Your work will be rewarded at the end of the year at the Celebration of Sustainability Event in May. The awards ceremony also recognises the teams’ achievements: Bronze for teams who have completed the workbook, Silver or Gold for teams completing projects (depending on the scale and success of the project), and Platinum for the overall winner.

This is an opportunity to develop your CV with amazing volunteering experience in the sustainability sector, helping you to develop and demonstrate a wide variety of skills!



**Role Description**

**Aim:**

Encourage, motivate and support an assigned Green Impact team in implementing environmental actions and projects.

**Objectives:**

* Help teams to plan and implement their completion of the Green Impact workbook, and their environmental projects.
* Support teams, by providing creative input, leading where necessary and taking on specific tasks from the Green Impact workbook.
* Support the Green Impact auditing process.
* Be an ambassador for sustainability at LSE, and boost student-staff collaboration.

**What will it involve?**

**Commitment**

* 1 introductory training session on 9th November 2-4pm.
* A few hours a week to complete tasks set by the Green Team, and meet up to chat with your team from November - March. But how much time you spend with your team will vary to best suit you and them.

**Key tasks**

* Meet with your team to discuss working arrangements; continue to meet with them *at least* once a month.
* Help to research, plan and implement your team’s Green Impact actions and projects, according to agreed requirements and goals.
* Help to collect evidence for criteria and work with the team to ensure that their workbook is submitted on time.
* Conduct audits of other teams’ performance, and provide support where necessary for your own team to be audited by others.
* Communicate with other Project Assistants to support each other.
* Communicate with the Sustainability Team on the progress of your team.
* Complete a review of your participation in Green Impact, and reflect on your development.
* Help LSE and NUS communicate about Green Impact by taking photographs, writing case studies, and blogging.

**Key skills required:**

* An interest in environmental issues (a knowledge of this area is preferable but not essential).
* Enthusiasm and motivation to make a difference!
* Good organisational skills.
* Ability to work as part of a team.
* Ability to use own initiative.
* A commitment to the Green Impact programme and its aims.

**What will you gain?**

**Skills and experience**

* Experience of working on a national project in a professional environment.
* Knowledge of environmental management techniques of offices and academic institutions.
* Insight into effective engagement and communication methods.
* Experience of communicating using a variety of different means.
* Ability to support and encourage others to perform.
* Leadership skills.
* Time management.
* Team development.
* Project management.
* Auditor skills.

**Training and development**

You will receive training and support, providing you with key skills needed to deliver Green Impact, and which will be transferrable to future roles.

* Training on environmental issues, sustainability initiatives at LSE, and the Green Impact project.
* Training on how to become a Green Impact Auditor, accredited by the Institute of Environmetnal Managers and Assessors (IEMA).

**Application Process**

To apply return the application form by **6th November 2016** to Sustainability Engagement Officer, Jessica Lobo, [j.lobo1@lse.ac.uk](mailto:j.lobo1@lse.ac.uk) .

**Further information**

For more information on the Green Impact programme, please follow this link: [www.nus.org.uk/greenimpact](http://www.nus.org.uk/greenimpact)