Project Assistant: Volunteer contract

Objective:

Encourage, motivate and support an assigned Green Impact team in implementing environmental actions in its department or area of work.

Aims:

* Increase the individual support available for Green Impact teams, by providing creative input, leading where necessary and taking on specific tasks from the Green Impact toolkit
* Increase student-staff collaboration within Green Impact
* Contribute to NUS’ national communications about Green Impact
* Support the Green Impact auditor process
* Equip student mentor with useful skills for future employability

Commitment:

* 1 hour a week equivalent over five months (October- March)
* 3 hours training and 2 hours auditing during (March – April)

Learning and development:

* Attend introductory training on environmental initiatives at <organisation name>, the Green Impact project, and developing the skills you will need to fulfil this role and future careers
* Access to resources to help you support your Green Impact team and learn about environmental management.
* Attend Green Impact Auditor training session at the end of the programme and conduct at least one audit of participating departments
* Complete 2 surveys over the course of the role, to monitor your skills development

Supporting teams and making an impact:

* Meeting with allocated teams to discuss working arrangements; continue to meet with them periodically (note here agreed frequency of meetings)

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* Supporting the team in its Green Impact actions according to its requirements and the agreed goals
* Collect photographs, case studies and write blog entries for national NUS communications
* Communicate with other project assistants to support each other
* Communicate with the sustainability department on the progress of your assigned teams(s)

Student signature and date:

Team signature and date: