

## **Role Profile**

<b>Role title:</b>	Sustainability Assistant
<b>Salary:</b>	£13.45 per hour + holiday pay
<b>Full/Part Time:</b>	Part-Time
<b>Contract term:</b>	Fixed-Term until June 2027
<b>Accountable to:</b>	Head of Campaigns and Democracy
<b>Hours:</b>	Up to 10 hours per week, with flexibility to be agreed around assignments/exams
<b>Location:</b>	Usually located at the main Students' Union Building / with an option to work some hours remotely
<b>Eligibility:</b>	Open to applicants with relevant skills and experience who are eligible to work in the UK and a current student at either UoM, MMU or UoS graduating in 2027 or later.
<b>Benefits:</b>	We offer a great range of benefits. You can see them <a href="#">here</a> .

## **Our Organisation**

We are Manchester Students' Union, the biggest SU in the country, supporting over 48,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing to support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that

## **Our Organisational Values**

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

## **Role Overview**

We want to be an organisation that supports students to go out into the world and make it more sustainable and fair. You will create connections between existing SU sustainability projects and student-led ideas, removing barriers for those groups and showcasing the value of different sustainability initiatives working together. This could entail: helping projects bid into funding pots, booking rooms and spaces, finding the right university contacts for education change, and helping get the word out about student-led work using communication channels across the union and university.

You will sit in the student Influence team, working closely with the Executive Officer team to evaluate and advance sustainability actions, ensuring best practice is established and shared across the institution. You will support Executive Officers in their sustainability-related work, which may include working with unions across Manchester and the City Council.

A significant strand of the role involves building and maintaining relationships with the University of Manchester's Environmental Sustainability team – including attending joint meetings, contributing student voice to university-wide planning processes, and representing UMSU in collaborative sustainability initiatives.

You will also support the development of digital sustainability as an emerging workstream, including campaigns and projects that engage students with sustainability through a digital lens.

## **Key Result Areas**

<b>Responsible for</b>
------------------------

Creating a sense of community amongst students interested in sustainability by arranging meetings, updating the website, and working with the Communications team to promote sustainability initiatives.
Supporting the development of volunteering projects, campaign groups, and encouraging growth of new groups. Done in collaboration with colleagues from Student Development, Student Groups, Campaigns and Democracy, and Education teams.
Working with the Officer Team to enhance sustainability initiatives. Establishing methods to enhance student partnerships and maintaining staff and student engagement in our projects.
Research and investigation of relevant topics and previous work in this field, creating recommendations for SU actions.
Building and maintaining relationships with the University's Environmental Sustainability team and other external stakeholders, including regular joint meetings, consultation processes, and cross-institutional sustainability initiatives.
<b>Contributor to</b>
Networking and working with partners and key stakeholders to promote the sustainability agenda. Contributing towards the development of student communities at a grassroots level.
Supporting existing processes, ongoing work, campaigns and projects of the Students' Union, ensuring the work of the Union fulfils its values.
Networking with relevant University stakeholders, creating partnerships and relationships with relevant departments to enhance future developments.
Assisting with implementing future policies and creating recommendations for SU actions.
Supporting the development of digital sustainability initiatives, including campaigns and collaborative projects with university academic partners.
<b>Career Development</b>
Stakeholder engagement and partnership management.
Project coordination and bid writing.
Digital campaign delivery.
Research and impact measurement.
Cross-team collaboration and community facilitation.

*This is not an exhaustive list of responsibilities and you may be asked to carry out other duties appropriate to the role.*

### **Organisational Stewardship & Leadership Responsibilities**

- You'll participate in team planning days.
- You'll assist in key Students' Union events & activities throughout the year including Welcome Week, elections and supporting the officers in delivering their plans.
- You'll perform duties in line with the Union policy & procedure framework.
- To contribute to maintaining communal areas and team stores

## Person Specification

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
<b>Education</b>				
We accept candidates from any educational background.				
<b>Skills</b>				
Networking - great at building new positive working relationships as well as retaining current ones with internal and external stakeholders	✓	✓		
Relationship management with university and external partners - establishing and sustaining regular engagement with institutional stakeholders such as the UoM Environmental Sustainability team	✓	✓		
Creative thinking - great at thinking outside the box, coming up with new ideas and not being afraid to try different ways of doing things	✓			
Organisation - great at planning ahead, prioritising workload, completing admin duties	✓			
Growth mindset - willingness to constantly improve, engage in training, ask questions, be curious	✓			
Active knowledge and interest in Sustainability, Environmentalism and Climate	✓	✓		
Previous involvement in a sustainability group or project	✓	✓		

<b>Personal Attributes</b>				
Independent - great at working with autonomy, trying new ideas	✓			
Communication - displays radical candour through giving and receiving feedback, uses data and knowledge to provide rationale for decision making	✓			
<b>Values &amp; Behaviours</b>				
Align with the SU's values and behaviours both personally and professionally				✓
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work				✓
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve				✓
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions				✓

*Please note that all of the above criteria are desirable unless marked with an asterisk (\*), which indicates essential requirements.*

### **Training & Development**

We don't expect you to meet every single requirement listed above. When you join us, you'll be part of a supportive team where learning is encouraged and built into everyday work.

- **On-the-job learning:** Most training will happen naturally as part of your role, with colleagues and managers supporting you to pick up new skills. You'll gain experience

in sustainability stakeholder engagement, community facilitation, digital campaign delivery, and cross-team project work.

- **Independent and formal learning:** If you prefer independent learning, we provide resources such as guides, e-learning, and access to professional reading materials via StaffSavvy. We also regularly offer staff development sessions, external training, and networking opportunities.
- **Role-specific development:** You will have opportunities to develop skills in university partnership management, environmental policy, and digital sustainability – areas that are increasingly valued across the environmental and civic sectors.

### **Working Arrangements**

The C&D team is based in Activities Office, First Floor, Students' Union Building.

- **Flexibility/Remote Working**

You'll have your own desk space but can hot desk and work from other offices if you prefer. Remote working is available for part of the week, with an expectation to attend the office as and when required, agreed with your line manager.

- **Hours/Patterns of Work**

Core hours are usually 9-5, but flexible working is supported where possible.

### **Our Recruitment Process**

The way that we recruit is designed to be fair, transparent, and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

You can find more information about our recruitment process on [our website](#).