**Green Labs Project Officer**

**Position title**

Student Internship: Green Labs Project Officer

**Employer:**

[University of Bristol (UoB)](https://careers.bristol.ac.uk/ViewOrganisation.chpx?id=157374) - *Sustainability*

**Background information**

The Green Labs Initiative provides resources and programmes specifically tailored for Bristol University STEM buildings and laboratories to help them run as sustainably as possible and meet our 2030 carbon neutrality target. The initiative reduces the environmental impact of our labs by focusing on energy, carbon, water, procurement and waste, as well as engagement and awareness activities to encourage behaviour change. The objective is to embed sustainability within all our teaching and research.

**Objective of the internship**

The Sustainability Department is looking for a student intern, with lab experience and a passion for sustainability to coordinate the [LEAF certification scheme](http://www.bristol.ac.uk/green/get-involved/green-impact/lab-accreditation/) at the University of Bristol. There is opportunity to take on other projects in relation to the Green Labs Initiative.

The post will support Green Labs communications and co-coordinate the Green Lab Certification scheme, LEAF. This involves managing a team of student volunteers who will carry out lab assessments and audits across all our scientific faculties. The internship will touch many aspects of lab sustainability but will focus on organising the volunteers, identifying labs for assessment, liaising with lab users and producing recommendation reports. The intern will be working closely with both laboratory users and other students, so strong communication skills are a must-have.

**Website**

<http://www.bristol.ac.uk/green/get-involved/green-labs/>

**Tasks and responsibilities may include: (please note, this role is supported by one other Green Labs Project Officer)**

* Interviewing and selecting student volunteers, after which the post holder will organise and manage the work schedules of volunteers.
* Liaising with Technical Managers, School Managers, PIs and Lab Managers to arrange and conduct lab audits.
* The candidate will conduct lab assessments (virtual or in person) in line with Laboratory Efficiency Assessment Framework (LEAF) criteria, but the priority will be to train and oversee a group of volunteers to carry out the assessments.
* Maintaining records of lab audits and progress and assigning certifications to labs.
* Manage the Green Labs email mailbox and act as the point of contact for LEAF for the assigned STEM Schools.
* Promoting LEAF through written and verbal communication as well as putting up signage. The candidate is welcome to use their initiative in coming up with ideas to promote the framework.
* Assisting labs with tasks associated with the progression of their LEAF certification.
* Creating posters and best practise guides.
* Attend and occasionally manage the running of events such as fairs and workshops (currently online only).
* Assisting other Green Labs Project Officer with Green Labs social media, blogs and newsletters.
* Assisting the other Green Labs Project Officer in running and communicating initiatives and campaigns such as the Green Lab Certification (LEAF), the Freezer Challenge, Unplug and Shut the Sash Up.
* Assisting the other Green Labs Project Officer in managing projects in areas such as circular economy, waste, lab management.
* Report to the Sustainable Science Manager on projects and events.
* Oversee ad-hoc tasks and opportunities which may arise throughout the internship in relation to lab sustainability.

**The person**

Essential criteria

* Must be studying a subject that has a scientific or environmental core at the University of Bristol.
* Ability to work independently and in a team.
* Laboratory experience.
* Passion for sustainability and environmental stewardship.
* Experience of Microsoft Office Word and Excel.
* Strong communication skills.
* Able to work remotely from home until at least Easter, in line with the University and Government’s COVID-19 guidance.

Desirable criteria

* 2nd, 3rd year or MSc students preferable.
* Familiarity with the work of Sustainability and of the University.
* Experience working in laboratories and with laboratory users.
* Willingness to be flexible and adapt to changing priorities.
* Experience in communications or managing a non-personal social media account and blog writing.
* Experience in a leadership role.
* Auditing experience.
* Be able to work throughout the summer break. The candidate would ideally work until November 2021 as the post is offered on a fixed-term basis for one year. Please state this in your application.

**Opportunities and benefits:**

* Learn about the implementation of sustainability practices in a university setting, specifically sustainability opportunities in STEM. This includes topics of energy efficiency, water conservation, waste reduction and behaviour change.
* Work with laboratory occupants and staff across the university, including researchers, lab managers, faculty, operations staff, etc.
* Make a direct impact on reducing laboratory environmental impact at the University of Bristol.
* This internship is a great CV builder for those interested in either research or sustainability careers. It is also recognised by Bristol PLUS and can count towards your award.
* Gain hands-on experience in project management, program development, collaboration, networking, communications, and development of evaluative and educational materials under the direction of the Sustainable Science Manager.

**About Us:**  
Sustainability is part of everything we do: our research, our curricula, our buildings and the student experience. The University has a long history of sustainability action, winning numerous awards for its work. Bristol was the first UK city with European Green Capital status in 2015 and our community played a large role in helping the city deliver this. Sustainability remains one of the central strands shaping the University's vision of the future. Bristol University was also the first university in the world to announce a Climate Emergency and has a [2030 carbon neutral target](http://www.bristol.ac.uk/green/zero-carbon-bristol/school-and-division-climate-action-plans/).  
  
For more information visit: [www.bristol.ac.uk/green](http://www.bristol.ac.uk/green/)  
University Vision and Strategy: [www.bristol.ac.uk/media-library/sites/university/d...](http://www.bristol.ac.uk/media-library/sites/university/documents/governance/policies/university-strategy.pdf)

**Proposed start date**

Week commencing 16th November 2020 with interviews to be conducted Tuesday 10th November.

**Hours of work**

The position is for 14 hours per week. The work pattern is flexible within each week and the hours can be split over more than two days to fit in with your studies. This can be discussed at interview.

**Post duration**

The post is for a fixed term period of one year.

**Position supervisor**

Anna Lewis, Sustainable Science Manager

**Location, including any relevant travel information**

The candidate will be working remotely until at least Easter. If we return to the office, the candidate will be based at 1-9 Old Park Hill and laboratories across other departments within the precinct.

**Salary**

£17,500 per FTE (this role is 0.4 FTE or 14 hours per week equalling £7,000 p.a.)

**To apply**

Please provide a CV and cover letter stating your interest and experience by email to green-labs@bristol.ac.uk. The deadline is midnight Monday 2nd November and interviews will be held the following week. You must be available to start work on the week commencing 16th November.