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# JOB DESCRIPTION

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**Job Title:** ‘**The Big Give’ Project Developer – Student Opportunities Intern**

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## Reporting to: Community Projects Lead

**Place of Work: Based at Student Centre, Talbot Campus, with some work in the Local community and Student Halls of Residence, Lansdowne Campus**

**Hours of Work:**  **Part time, Fixed Term - 7 flexible hours per week, June- September (16 weeks). Maximum of 28 hours per month on average.**

**Salary: £9.18- £9.50 per hour (from 01/04/2022)**

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**Purpose of Role**

To Coordinate and develop ‘The Big Give’ Project – a SUBU Sustainability project enabling students in the community to donate to charity/recycle their unwanted possessions at the end of their tenancy, between May and September each year. To build the project as a sustainable model that can be replicated in succeeding years.

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**Key Tasks**

**SUBU issues this description as a guide to the tasks that you will engage in whilst performing this role.**

* Working within the Student Opportunities Department of SUBU, to coordinate and develop The Big Give Project.
* Liaising with SUBU, BU, the local Council and local charities to keep all stakeholders informed and up to date with project progress.
* Create contacts with local/ national charities to partner with on this project and to receive donations. Produce a list of items that can be donated and ensure that these are collected.
* Negotiate with Bournemouth Council regarding donation bin sites, collections, dates and processes.
* Negotiate with BU Estates regarding donation bin sites on campus, dates and processes.
* Engage with the SUBU Community Wardens to communicate to students in private rented accommodation, about where their unwanted items can be donated.
* Engage with Managers in Halls of residence to ensure efficiency and timeliness of weekly collections from donation bins.
* Develop a communications plan with SUBU Communications team, Bu Comms Team, and Reslife Comms to communicate the project to students and encourage them to recycle and donate their items.
* Develop a step by step process for the project along with a ‘how to’ pack for subsequent years.
* Provide a Report to evaluate the Project, its impact & effectiveness and make recommendations for improvements to the model.

**General for all staff**

* The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
* Staff must always adopt and endorse the company’s Vision and Mission Statement and all supporting policies, across all aspects of the role.
* Staff are required to have a Personal Development plan and to participate in training, meetings or conferences considered relevant to their job.
* Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff handbook.
* To abide by the company’s policies and procedures.
* To adhere to all health and safety legislation.
* SUBU is committed to promoting, educating, and taking direct action on environmental sustainability. All SUBU employees are expected to integrate environmental sustainability values and action into their role where feasible.
* **To undertake any other task that is deemed reasonable within your skill set**

**Person Specification**

* Current Bournemouth University student, with availability to work from June to September,
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* Experience of working with self-managed groups or volunteers in developing activities.
* Interpersonal and influencing skills.
* Experience of working both collaboratively and independently.
* Strong organisation skills.
* IT competence and comfort with all general office management software, and using web-based applications, including social media.
* Time management and prioritisation skills.
* Experience of working under pressure.
* Excellent communication skills with an ability to converse with a wide range of people.
* Self-motivated.
* Flexible and able to adapt easily.
* Forward thinking and resilient nature.
* Empathy with the aims and objectives of the students’ union
* Resilience to work through potential obstacles to achieving success.
* Approachable, positive and communicative
* Ability to see things through to completion at a good standard of quality and with high attention to detail.

Desirable but not essential – Full driving license