

Bangor University
Halls of Residences

Campus Life Sustainability Co-ordinator

The University Halls of Residence is seeking to appoint a Campus Life Sustainability Coordinator who will assist the Residential Team in the smooth running of the Campus Life sustainability programme and events on our residential sites.

Campus Life is a social and inclusive community for all residents of University Halls, it's a calendar of events held over the course of the year and is designed to foster a close residential community.

Over the past few years our sustainability activities and campaigns have included the Student Switch Off Campaign, Love Your Clothes, Recycling audits, Love Food Hate Waste workshops and the end of term 'Pack for Good' campaign in partnership with British Heart Foundation. We run a host of events but the team are always open to any new ideas or suggestions to ensure its success.

The Campus Life Sustainability Coordinator may be an undergraduate or postgraduate student, and will be expected to work on average approx. 40 hours per month between September and June; in return they will receive rent free accommodation in a single study bedroom in one of our Halls of Residences. (Approximate value £4,200). The Campus Life Sustainability Coordinator will be expected to work on other activities and campaigns as well as Campus Life events. The successful applicant will be supported by, and liaise regularly with, the Sustainability Lab to ensure successful delivery of sustainability goals.

Cover will also be required over the summer vacation and there will be an opportunity during the year for the coordinator to apply for this post.

(Postgraduate coordinators may remain in Halls over the summer period by further arrangement).

The attendance at specified training programmes is a compulsory requirement of the appointment.

PERSON SPECIFICATION – CAMPUS LIFE COORDINATOR

Desirable Qualities

- Enthusiastic, Sociable and outgoing individual
- Have a keen interest in, enthusiasm for, and commitment to sustainable development
- Ability to relate to students with different cultural and social backgrounds
- The ability to communicate effectively, both orally and in writing
- Be self-motivated, be able to work independently on own initiative and as part of a team working towards a common goal

- Knowledge of campaign and event planning and a high level of organisation and time management skills
- Good interpersonal skills with the ability to develop effective relationships with colleagues at all levels of the University
- Interested in environmental issues
- Confident speaking to new people
- Competent with social media e.g. Facebook, Twitter, Instagram
- Experience of photography or making/editing videos
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JOB DESCRIPTION - Campus Life Sustainability Coordinator Main duties:

- Work with members of the Sustainability Lab to develop some practical experience of sustainable development through projects and campaigns designed to make our own campus more sustainable.
- To assist the Residential Life Manager and team in developing a cyclical, vibrant and inclusive campus life experience for students.
- Monitor and update the Campus Life social media platforms, halls notice boards and University notice boards.
- Contribute to the marketing and engagement plan for Campus Life Sustainability
- Assist in events planning, organising and co-ordinating campaigns within halls across the communication channels used by students (e.g. Love Food Hate Waste, Love Your Clothes, BHF Pack for Good campaign).
- To be an advocate of our status as a Sustainable University and lead on the environmental campaigns we run throughout the year.
- Attending Freshers' Fayre to promote our sustainability campaigns
- Administering competitions on social media
- Distributing prizes to winners of the competitions
- Co-ordinating Sustainability Ambassadors at Bangor University
- Arranging and conducting halls visits with ambassadors 2-3 times over the year
- Getting others to pledge to save energy
- Helping with stalls and events
- Creating and sharing energy-saving photos or videos from your campus
- Spreading the campaign message through halls using face-to-face visits
- Regularly sharing/promoting the Facebook page and Twitter activity
- Shaping the course of campaigns throughout the year (new ideas strongly encouraged!)
- To advise all students new to the University about the villages, the University and community facilities. To assist in fostering a healthy, friendly community spirit, promote and participate in the activities of Campus Life.

- To provide, advice and support as may be required, but within the scope of the role of a Campus Life coordinator.
- To report all incidents, accidents, near misses in line with the Halls of Residence Health and Safety Policy.
- To attend training events as designed for Campus Life Coordinators
- To respond to any reasonable requests from the Residential Life Team.
- To conduct oneself in a manner befitting that of a representative of the Residential Life Team, the Halls department and the University.

Skills you will gain:

- Leadership
- Communication
- Presentation skills and public speaking
- Time management
- Event management
- Problem solving
- Volunteer management

Please apply in writing by sending a covering letter, CV and application form, outlining any relevant experience to campuslife@bangor.ac.uk

For more information about the post please contact Deirdre McIntyre at campuslife@bangor.ac.uk

Closing date for applications: 5th February 2018.

Committed To Equal Opportunities

**Bangor University, Halls of Residence
Campus Life Coordinator 2017/18 Applications**

**Please note – you must be a full time student to apply for this position.
Completed application form must be accompanied by a covering letter, CV and sent to
Wardens@bangor.ac.uk**

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|-------------------------------------|--|--------------------|--|
| Surname | | Forename(s) | |
| Contact Telephone Number | | Email | |

What type of Student will you be in 2017-18? PGT/PGR/UG (delete as necessary)
Which year of Study will this be 1st/2nd/3rd/4th (Delete as necessary)

Please Note: If you are commencing a new degree in September 2017 your application will not be considered unless you have formally made an application to study with the University

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| Student ID no. | 500_____ |
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Please briefly describe qualities that you feel make you suited to this work.

Please describe any relevant work experience or achievements.

Any other information that may be relevant to your application.