



## ROLE DESCRIPTION

Role title:	Environmental Officer
Role Category:	Community
Location:	This will be a hybrid role with regular in-person and online meetings, and the opportunity to work from the Students' Union office.
Working hours:	It is anticipated that these roles will require 2-4 hours per week, however workload may be variable across a term.
Contract:	One-year fixed term
Term in office:	23/05/25-30/05/26

### Role Purpose

The Environmental Officer represents student voice on environmentalism and sustainability. In this role you will work on policy making, campaigning and lobbying in conjunction with other Officers, as well as on equality and community-based issues at the University of Oxford. As an Oxford SU representative, you may from time-to-time work with the Sabbatical Officer team on committee agenda items. The Environmental Officer shall work directly with Environment & Ethics Representatives from within Common Rooms. Any policy determined within this structure must also be passed at Conference of Common Rooms to be considered Students' Union Policy.

### Role Eligibility and Workload

All students will be eligible to vote and stand for Community Officer positions. A student with environmental and sustainability experience and passion would be ideal for this role.

The expected workload will be approximately 2-4 hours per week of term; however, some work may fall outside of term time and hours may vary depending on projects and meeting requirements. Discussion on workload management can be had with the delegated SU staff link.

### Key Stakeholders

- Sabbatical Officer Team
- College Common Rooms
- Environment & Ethics RepCom and associated Reps
- The Environmental Sustainability Team
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### Responsibilities

- To be a SU Representative and play a key role in the relationship between the Students' Union and students.
- To attend the Freshers' Fair held in Michaelmas Term as a SU representative, promoting your role and ways students can get involved in environmentalism and sustainability.
- To campaign, lobby, and support policy development on environmental and sustainability issues at Oxford.
- In conjunction with the Sabbatical Officers, to represent students to the University, and external audiences as appropriate.



- To organise, collect feedback on and review consultations relevant to University Task and Finish Groups.
- To maintain a close working relationship with the Sabbatical and Part-time Officer Team.
- To communicate, in collaboration with the SU, with the wider student body of your work, wins and areas that require student input.

### **Key SU staff support**

- Policy and Representation Coordinators
- SU Advice Team
- Student Engagement Team
- Communications Manager

### **Key skills you will develop in your role**

- Project planning
- Campaign management
- Being an effective representative (to various stakeholders with tools such as consultation and data collection)
- Negotiation and assertiveness
- Organisation and time management skills
- Presentation and public speaking skills
- Effective use of social media
- Working independently or as part of a team

### **Reward and Recognition**

- Essential and additional training (co-chosen between volunteer and SU Staff)
- Work-related reimbursements
- Community engagement facilitation
- References and CV support