

Terms of Reference: Sustainability Project Assistant David Attenborough Building

1. Background

The David Attenborough Building is a recently refurbished building in central Cambridge and a global hub for nature conservation practitioners, researchers and academics. It houses the Cambridge Conservation Initiative (CCI), a collaboration between the University of Cambridge and nine biodiversity conservation organisations; research areas for the University's Department of Zoology; the Museum of Zoology; a refurbished lecture theatre; and a public café – the Whale Café.

The building was refurbished between 2014–15 to create a low-energy, adaptable and efficient structure, whilst preserving the integrity of the original Brutalist design. Improving the sustainability of the building was an important aspect of the refurbishment and remains a vital consideration in managing and improving the building and its environment. A project was carried out late 2018 – Spring 2019 to generate a set of sustainability documentation and targets to ensure that the building is striving towards goals that make it a leader in its field. The David Attenborough Sustainability Action Plan identifies 10 impact areas and related targets for the building and its users.

We require a proactive Project Assistant who can quickly understand the programme objectives and work to deliver against Sustainability Action Plan targets, sharing successes and updating building users on a regular basis. Working alongside and under the oversight of the Sustainability Project Manager, the successful role holder will plan and deliver against targets from a range of sustainability impact areas.

This is a part-time consultancy role, initially for 6–7 months (depending on when the successful applicant starts in post). This contract will start as soon as possible and end 31 March, 2020 with the possibility of further extension. The assignment is likely to require in the region of 50 days of work.



Ten themes for sustainability shape key targets in the David Attenborough Building: Biodiversity & ecology; Carbon reduction & energy efficiency; Collaboration & communication for sustainability; Education & outreach; Health & wellbeing; Purchasing & procurement; Sustainable food; Transport & mobility; Waste management; and Water use. Given the programme timescale, not all of these impact areas will be covered by this programme of works and a selection of key targets will be made.

2. Overall aims of programme

- Implement the David Attenborough Building Sustainability Action Plan
- Report programme progress to Sustainability Working Group on a quarterly basis
- Report progress to building users on a regular basis, through a range of media

3. Specific aims

- Implement the David Attenborough Building Sustainability Action Plan, ensuring that actions are implemented as per agreed timescales
- Develop project plan and timeline for key targets, and track progress
- Report regularly to Sustainability Project Manager on progress and collaborate on key projects
- Engage with building users as necessary to deliver key targets (e.g. tracking and reporting of energy use in particular building areas; supporting David Attenborough Building Biodiversity Group)
- Support development of internal Communications Strategy
- Design communications materials, including electronic displays and digital media
- Create and maintain a publicly-visible energy dashboard for the building
- Produce guidance documentation for building users, such as a sustainable materials sourcing and end-of-life guide
- Undertake monitoring of commuting choices for building users and visitors
- Design and implement a waste management-related engagement programme

4. Timing and further detail

We are looking for a proactive Project Assistant with a keen interest in sustainability and an understanding of CCI, its partner organisations, the Museum and Department of Zoology, and the wider University more generally. An interest in conservation and experience of working on the communication of sustainability issues would be welcome.

Closing date for applications
Interviews

5pm, Friday 30 August 2019
11/12 September 2019

The assignment will be overseen by Catrin Darsley, David Attenborough Building Sustainability Project Manager. The programme will be supported by Jack Foxall, Head of CCI Services. Any questions relating to this role can be sent to Catrin Darsley, David Attenborough Building Sustainability Project Manager (catrin.darsley@admin.cam.ac.uk).