

## Terms of Reference: Sustainability Project Assistant (March 2022 – March 2023)

### 1. Background

The David Attenborough Building is a global hub for nature conservation practitioners, researchers and academics, located in the centre of Cambridge. 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 lecture theatre; and a public café.

'Sustainability' at and within the David Attenborough Building is defined holistically – the building aims to make a net-positive impact in environmental, social and economic terms. 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 further improving the building and its environment. Work was undertaken between 2018–2020 to identify a number of sustainability impact areas and key targets, and to understand the context of the building through the generation of baseline data and qualitative investigation. As the building provides a home for ten globally important conservation partners, it is important that the operation and design of the building reflects the mission of the CCI and demonstrates global leadership.

The David Attenborough Building Sustainability Programme is organised around ten 'sustainability impact areas': Biodiversity and ecology; Carbon reduction and energy efficiency; Collaboration and communication for sustainability; Education and outreach; Health and wellbeing; Purchasing and procurement; Sustainable food; Transport and mobility; Waste management; and Water use.

We require an enthusiastic, organised and proactive Project Assistant who can quickly understand programme objectives and work to deliver against Sustainability Strategy 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, fixed term consultancy role. This position is currently vacant and would be able to start as soon as the recruitment process has completed. The contract is until 31<sup>st</sup> March 2023 with the possibility of further extension, and the assignment is for an average of 2 days per week (totalling up to 94 days across the contract).



Figure 1: Sustainability impact areas at the David Attenborough Building

## **2. Overall aims of the David Attenborough Building's Sustainability Programme**

- Demonstrate leadership in operational sustainability
- Be transparent in setting and reporting on sustainability targets
- Establish, comply with and regularly review internal reporting protocols.

## **3. Overall aims of the David Attenborough Building Sustainability Team**

- Enable the delivery of the 2020–2025 Sustainability Strategy
- Report progress to building users on a regular basis, through a range of media
- Report programme progress to top management and the Sustainability Working Group as required
- Support the David Attenborough Building in demonstrating sustainability leadership.

## **4. Specific aims of this role**

- Develop project plan and timeline for key targets within the 2020–2025 Sustainability Strategy, and track progress.
- Support the delivery of the 2022 Sustainability Action Plan in specific areas, ensuring that actions are implemented as per agreed timescales. Actions may include:
  - Monitor and report on utilities data (electricity, gas and water), using submetering available through an externally-managed SystemsLink Building Management System and other internal data management tools
  - Design and implement a waste management-related engagement programme
  - Design and produce communications materials for a range of audiences, from formal reports to senior management to sharing key data in engaging ways with building users
  - Enable the David Attenborough Building to support systems for reducing emissions from commuting and business travel
  - Engage with building representatives around sustainable procurement
  - Collaborate with building users and specialists to review and improve existing biodiversity initiatives around the building, and seek opportunities to increase these further
  - Support the development and delivery of a range of visible, 'quick win' changes within the David Attenborough Building, such as improving signage and visibility of sustainability initiatives and interventions.
- Support the implementation of an environmental management system for the David Attenborough Building, aligned to International Standard ISO14001:2015.
- Report regularly to Sustainability Project Manager on progress and collaborate on key projects and initiatives.

## 5. Timing and further detail

We are looking for an organised, proactive Project Assistant with a keen interest in sustainability, ideally with existing experience in environmental management. An understanding of CCI, its partner organisations, the Museum and Department of Zoology, and the wider University of Cambridge more generally would be an advantage. This role is primarily concerned with progressing the David Attenborough Building's operational sustainability rather than conservation but an interest in conservation and experience of working on the communication of this or other sustainability issues would be welcome.

The role will pay £145 per day (8 hours), to be invoiced by the role holder monthly. The contract ends on 31<sup>st</sup> March 2023 with the possibility of further extension, and the assignment is for an average of 2 days per week (totalling up to 94 days across the contract).

The position will be overseen by Catrin Darsley, David Attenborough Building Sustainability Project Manager. The programme will be supported by Joy Ferreira, Head of CCI Services. The role holder will be expected to mainly work remotely but be available for in-person meetings and project delivery as required. Training may be available where required, such as in relation to the Building Management System and producing energy management data and reports.

This role would suit an enthusiastic recent graduate or someone looking to gain experience in sustainability project management.

Applications and any questions relating to this role can be sent to Catrin Darsley, David Attenborough Building Sustainability Project Manager ([catrin.darsley@cciservices.co.uk](mailto:catrin.darsley@cciservices.co.uk)). Applications should include a cover letter and CV.

<b>Closing date for applications</b>	25 <sup>th</sup> February, 2022
<b>Interviews</b>	TBC (8-10 March, 2022)

Interviews will be carried out virtually. It is expected that the successful candidate will be able to work remotely but to visit the building as needed, such as to carry out energy and waste audits or face-to-face engagement activities. All in-person activity will, at a minimum, follow government guidelines on COVID-safe working practices.