

IMPERIAL

Sustainable Imperial

Casual Worker: Event Coordinator – Sustainable Imperial Work Opportunity

Overview and description of duties

Sustainable Imperial is seeking a student intern to support the development and coordination of an Imperial-wide citizen's assembly-style event to be hosted on Weds 7 October. The event, titled 'Planet Ideathon: Addressing the Future of Travel in an age of Climate Change' will be an interactive half-day workshop aimed at addressing the challenges of reaching net zero while conducting valuable international travel, with facilitated small group sessions to support ideation of solutions for Imperial's residual emissions. The event will cover themes around residual emissions, carbon budgets, offsetting, insetting, carbon markets and international travel. The student intern will support the Ideathon the following types of activities:

- Contributing to the coordination of the event, working alongside the experienced Sustainability Hub team
- Supporting outreach and recruitment in the run-up for the event, helping to recruit a wide variety of attendees
- Monitoring attendee list and facilitating communications and outreach where there are gaps in representation from Imperial cohorts (faculties, departments, role or student types)
- Support onboarding of facilitators for the event, including development of a facilitation guide for on-the day facilitators;
- Acting as a facilitator for workshop discussions on the day
- Analysing event outcomes and contributing to an event report and next steps
- Organising meetings and engagement sessions pertaining to scope 3 residual emissions projects

Ideal candidate profile

The ideal candidate will have experience:

- Experience coordinating events
- Experience putting together communication materials, coordinating outreach and participating in both in-person and digital engagement opportunities
- Experience conducting or facilitating meetings, focus group sessions or workshops
- Knowledge of scope 3 travel emissions and residual emissions; with understanding of the sensitivity and complexities surrounding the topics – or an interest in learning about this in the role

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- Strong written communication and interpersonal skills

Though desirable, the candidate does not need to know how to do all the tasks listed in the job description; training and support will be provided where needed.

Support & Oversight

This role will be funded by the **Sustainable Imperial Budget** and will report directly to Stav Friedman, Sustainability Projects Officer, with oversight from the Harriet Wallace, Director of Sustainability.

Terms

- **Duration:** ~8 weeks, starting Mon 31 Aug
- **Hours:** 20-hours week
- **Pay:** £20.50/hr
- **Eligibility:** Right to work in the UK required
- **Interviews:** Interviews will be conducted with the Sustainability Team on Tues 25 Aug (in-person) or Weds 26 Aug (online)

How to Apply

Please send your CV and a 1-page max expression of interest setting out how you meet the job requirements above to Stav Friedman (s.friedman@imperial.ac.uk) by 5pm on Tues 18 Aug.

Please note: If successful you will need to evidence your right to work in the UK to the casual workers team as part of onboarding – work cannot begin until this evidence has been provided.

Accessibility Requirements

Imperial is committed to creating an inclusive and accessible recruitment process for all candidates. If you require any adjustments or accommodations—whether during the application process, interviews, or in the workplace—please let us know. Examples might include alternative formats for application materials, additional time for assessments, or assistive technologies. You can share your needs confidentially by contacting Stav Friedman, s.friedman@imperial.ac.uk, and we will work with you to ensure you have the support you need to succeed.