

Sustainability Engagement Programmes 2016/17 Outline and Ratecard

This document provides more information on NUS' sustainability programmes, including a link to the 2016/17 sign-up form, which needs to be returned to us before 29 July 2016. If this won't be possible, please talk to us about your requirements.

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1. Background

NUS' sustainability team works with tertiary education institutions to equip students with the knowledge, skills and values required to make the world a better place. To this end, over the last ten years, we have developed a set of national sustainability engagement projects within the formal and informal curricular. The projects have been highly successful in bringing students and staff together to improve the environmental impact of their institution, achieving measureable reductions in carbon emissions and financial savings, and improving the employability of students. In 2015/16, 68 universities and colleges ran one or more of our sustainability projects on a self-funded basis. This document outlines all the pro-environmental engagement projects available from NUS in 2016/17, the associated costs, and contact details if you have questions on any of our projects. We look forward to working with you!

2. Behaviour Change and Engagement Programmes

2.1 Student Switch Off – www.nus.org.uk/studentswitchoff

Student Switch Off is our Ashden Award-winning inter-halls energy competition. Students are recruited as 'Eco-Power Rangers' at freshers' fayres and then supported to encourage their flat mates to save energy, working together to win prizes.

In 2015/16 Student Switch Off was run at 44 institutions, reaching 138,000 students, engaging over 30,000 through our Facebook fan-pages, pledge schemes and events. This year to date it has delivered average energy savings of 6.2% per university, and collective reduction in carbon emissions of 708 tonnes.

Student Switch Off fees for 2016/17 are £2.00 (+VAT) per student living in halls, with a minimum fee of £3,000 (+VAT) and maximum fee of £6,000 (+VAT).

Included in the cost:

- Attending freshers' fairs to raise awareness and sign-up students;
- Ambassador training on campus for keen students;
- Two online climate change quizzes;
- 2-3 halls of residence visits to engage students in the campaign;
- Organisation and attendance at the end-of-year celebratory event for the winning hall;
- Communicating with students every 2-3 weeks via e-mail and social media;
- Sourcing prizes and running competitions;
- Analysis of energy data;
- Fairtrade cotton bags for freshers fayres, Fairtrade t-shirts for campaign Ambassadors and coasters with energy-saving tips on for all students in your halls;
- Free attendance at our annual sustainability programmes roundtable to keep up-to-date with new developments, shape our work, and celebrate the collective achievements of Student Switch Off.

Not included in the cost:

- Provision of a stand at the freshers' fair;
- Printing and putting up posters in halls of residence;
- End-of-year overall prize for the winning hall.

a. NEW! Student Switch Off - Energy dashboard bolt-on

The SSO Energy dashboard displays building energy savings in near-real time, encouraging greater student participation in the SSO campaign, building on the sense of fun competition between halls, improving energy awareness and generating more savings.

Research has shown that greater savings can be achieved when people have access to feedback on the energy savings in their buildings. Following a successful EU project - '[SAVES](#)', involving UK and European Universities trialling an innovative web-based energy dashboard visualising near real-time energy savings - the SSO energy dashboard is offered this year in partnership with EcoVisum Ltd., a spin-out company of De Montfort University, who helped develop the dashboard.

During the SAVES project, the dashboard has helped achieve reductions in electricity consumption of 3% above the average Student Switch Off saving. The web-based service also supports University energy and accommodation managers by helping to identify issues with energy data and opportunities for savings.

Key features & benefits include:

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- University branded dashboard page;
- Improved visibility of the SSO campaign;
- Near-real time display of energy savings throughout SSO competition;
- Greater student engagement;
- 'Web-app' design allows full compatibility to view on any device;
- Quick and easy 'non-technical' set up with full video tutorial and technical support.

The **Student Switch Off energy dashboard** fee for 2016/17 is £1,350 (+VAT). This price includes Universities with up to 20 halls of residence (max 3 meters per hall). Adding additional halls costs £30 per hall and £10 for additional meters. The fee includes 3 hours (equivalent to £300) of technical support, including access to API scripts allowing automation of data uploads and includes full dashboard instructions and free video tutorials.

Dashboard requirements:

- Must be running the Student Switch Off project;
- Automated metering technology is advised but the dashboard does support manual uploads;
- Supports automated uploads of data from UK and EU metering technologies, such as Systems Link, Elcomponent and EMT.

A more detailed overview of the dashboard is available [here](#) and you can contact [Neil Jennings](#) if you have any queries on bringing the dashboard to your institution.

b. Student Switch Off – Recycling bolt-on

Through a Defra-funded pilot at four universities in 2011/12, we adapted the Student Switch Off model to successfully increase hall recycling rates by an average of 4%. We now offer this service as a bolt-on to the standard Student Switch Off package.

The **Student Switch Off recycling bolt-on** fee for 2016/17 is £500 (+VAT). The waste and recycling audits cost an additional £0.55 per student per audit (+VAT).

The cost of the bolt-on includes the promotion of recycling via Eco-Power Rangers, recycling themed photo competitions and analysis of recycling data, adding a recycling dimension to the energy competition.

If you opt for the audits, we will complete a pre-notified visual waste and recycling audit in halls kitchens. Kitchens segregating their waste correctly will be given Fairtrade chocolate rewards and kitchen-specific feedback will be left using a recycleometer card. The audit cost includes all materials (recycleometer cards, Fairtrade chocolates, laminated score sheets) as well as the cost of student helpers and our staff time to complete the audits.

Criteria required to run the recycling bolt-on are:

- Must be running the Student Switch Off energy-saving project (see section 2.0);
- Access to hall kitchens to conduct recycling audit (if audits are selected);
- Provision of a communal incentive (e.g. party or financial contribution to winning hall, as with the energy competition).

It is desirable, but not essential, for recycling data to be measured at the hall level (the competitive element can be adapted to other metrics).

For more information on any element of Student Switch Off, please contact Neil Jennings, Student Switch Off Programme Manager (neil.jennings@nus.org.uk; 07880 033607)

2.2 Green Impact – www.nus.org.uk/greenimpact

Green Impact is a change and engagement programme – it helps staff and students understand sustainability and social responsibility, shows them what they can do to make a difference, and supports them in achieving these actions.

It has been developed over the last ten years (2016/2017 will be its 10 year anniversary – watch this space for celebrations!), using social change theory and NUS' expertise to produce a cyclical model that works in all environments and workplaces, based on the themes of continual improvement, collaboration and meaningful change to establish new social norms and inspire people with the skills and passion needed to make a difference.

Each organisation that uses the Green Impact model develops their own bespoke programme creating a simple but sophisticated online tool to guide and monitor people's progress together with a dynamic, engaging support and communication package which is then delivered in collaboration with students and NUS creating a community of people working together towards common, agreed goals.

Each year awards are given to teams within each organisation adding light competition and a useful way of inspiring and recognising achievements. Students receive training to enable them to support and verify each programme aiding their own understanding of sustainability and social justice as well as their professional development.

In 2015/16 Green Impact was run at over 170 organisations, 46 of which were universities and colleges. Across these, there were 1,791 teams or departments taking part, reaching 26,496 staff, 4,126 of which sat on local Green Impact teams. Collectively they undertook 85,851 actions, more than half (52,332) as a direct result of the scheme. Over 270 students were trained as Project Assistants and by the end of the academic year we'll have trained over 1,000 as auditors, helping with their employability as well as the delivery of the programme.

Green Impact 2016/17 fees (first year)			Green Impact 2016/17 fees (subsequent years)		
Up to 1,000 FTE	1,001 to 1,500 FTE	1,501 or more FTE	Up to 1,000 FTE	1,001 to 1,500 FTE	1,501 or more FTE
£4,250 (+VAT)	£6,250 (+VAT)	£7,250 (+VAT)	£3,250 (+VAT)	£5,250 (+VAT)	£6,250 (+VAT)

Included in the costs:

- Support and guidance at every stage, up to five full-day visits per organisation from your dedicated project officer;
- Support to develop, and host, your bespoke online tool including ongoing technical support;
- Live dashboard of personal and national progress for teams and departments;
- Access for you, your teams and students to a series of tailored Green Impact support and skill sharing webinars, online events and resource bank;
- Green Impact cost-price shop for sustainable products for teams and departments (e.g. refillable drinking water bottles, awareness stickers, room thermometers, etc.);
- **NEW!** Support to develop a bespoke monitoring and evaluation plan utilising fully-supported online surveys, data collected through the online tool, and in-house data so we can provide you with useful insights into staff and student attitudes, actions and awareness and show attributable behaviour change;
- Working with your students' union to recruit and manage volunteer student Green Impact auditors, including us delivering our unique IEMA approved auditor training course;

- Certificate templates and Silver and Gold engraved recycled awards (not including awards for optional special tabs, e.g. Labs, Catering, etc.);
- National publicity through case studies and news articles on the Green Impact website;
- Personalised feedback reports for all teams / departments, and an organisational impact report showing you what the programme has achieved;
- Support to tailor the programme to engage new areas of your organisation (has included developing new sets of criteria for academic departments, grounds and maintenance teams, etc.);
- **NEW!** Specific actions for your catering outlets developed alongside the Soil Association enabling easier accreditation for the Food For Life Catering Mark (this includes a discounted accreditation rate with the Soil Association as well as specialized support for your catering outlets to achieve this external accreditation);
- End of year vice-chancellor and students' union president success report (we will get your approval first);
- Free attendance at our annual sustainability programmes roundtable to keep up-to-date with new developments, shape our work, and celebrate the collective achievements of Green Impact.

Not included in the costs:

- Local day-to-day communications and coordination activity;
- Printing of awards certificates or additional awards beyond gold/silver level;
- Venue or catering costs for training, support and awards events.

Optional extras:

- Additional awards – please contact us for costs;
- **NEW!** To engage beyond 'the usual suspects' and enable better reporting to participants on the carbon and money they are saving through their actions, we're working with the DoNation. Their pledge scheme will work alongside Green Impact to promote behaviour change in individuals in their personal lives as well as teams in the workplace. The programme will align with your Green Impact teams and toolkit actions, at a much reduced price. Full information is available [here](#).
- Green Impact Project Assistants – Supporting you and your students' union to recruit, train and manage a team of volunteer students who will support and mentor teams and/or your central delivery of Green Impact.

The fee for Green Impact Project Assistants in 2016/17 is £550 (+VAT).

The fee for the Do Nation bolt-on in 2016/17 is £2,400 (+VAT).

If you are an organisation who has been successfully taking part and innovating Green Impact for at least two consecutive years and would like to talk to us about more independent delivery options, please get in touch to explore the options available to you.

For more information on any element of Green Impact, please contact Charlotte Bonner, Communities Programme Manager (charlotte.bonner@nus.org.uk; 07785 626163).

2.3 Student Eats – www.nus.org.uk/studenteats

Student Eats is our on-campus food growing initiative. It engages students from a wide range of backgrounds and provides access to healthy low carbon food. Check out our new free membership, available this year.

Benefits of the programme include a measurable positive impact on participants' environmental attitudes and behaviours; reduction in stress and supporting positive mental wellbeing; production of food enterprises that provide students with vital employability skills; engaging academics in sustainability, including provision of outdoor learning.

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In the last three years, through Student Eats, we have supported 30 universities and colleges to set up successful and sustainable food growing spaces on their campuses. Ten of these groups have received awards in connection with their growing projects, including Green Gowns, Local Food Heroes, Soil Association, and Royal Horticultural Society (RHS) awards. Student Eats was a Finalist of the Local Food Recognition award, and won a prestigious Silver Gilt medal at the 2014 Chelsea Flower Show.

Student Eats is a free network of student-led growing spaces that shares and learns together, culminating in an annual national Student Eats conference. If you have a growing space on campus, please join by marking this option on your rate card.

Student Eats Plus is our pay-for service designed to help institutions set up new growing spaces and projects. Through Student Eats Plus, we will invest time with your students' union and institution to develop a site into a growing space, provide technical advice on site layout, disability access, and soil testing. We will train your growing group, so you know what will or won't work, choose the right crops, and create growing plans. You will be supported throughout, including organising events in the garden, selling produce, establishing a student-led growing society, engaging staff to ensure continuity, and widening community involvement.

Student Eats Membership	Student Eats Plus 2016/17 fee
Free	£2,500 (+VAT)

Student Eats Membership (free) includes:

- Sample sowing calendar and planting plan for growing on campus. This template helps you to choose suitable crops and shows how to time them, so they can be harvested during term time;
- Sharing good practice through our Student Eats Facebook Group, and Student Eats jiscmail. Become part of this growing network, see inspiring examples from your peer groups, and share your questions and achievements;
- Opportunity to participate in the national Student Eats conference (fees may apply);
- National publicity to share your successes through our website and social media. Student Eats had feature articles printed in nearly a million copies of broadsheet and magazines, and Student Eats groups took part in BBC local radio and television programmes.

Student Eats Plus also includes:

- Up to four site visits or bespoke training workshops, including supporting events.
- Technical advice on site layout, disability access, and soil testing;
- Free places at the national Student Eats conference;
- Year-round advice and support at every stage;
- Free use of the online Student Eats 'Behavior and attitude change' and 'Vegetable preference' surveys. You will receive the download of the data in counts and percentages, and a spreadsheet of the raw data.

Not included in the costs:

- Provision of growing space. You must provide a suitable plot of land or indoor space;
- Funding for capital infrastructure costs to set up a growing place - please contact us to find out how much this has cost at other campuses and what you may need;
- Venue costs for workshops.

For more information on any element of Student Eats, please contact Agnes Knoll, Student Eats Programme Manager (studenteats@nus.org.uk; 07557 921161).

2.4 The Blackout – www.nus.org.uk/blackout

A night out with the lights out - the Blackout is a successful annual event on a Friday night that brings students and staff together to turn off non-essential office equipment across campus.

Developed by the University of Southampton Sustainability Action Programme, and run in partnership with them, through the initial pilot, the University of Southampton reduced electricity consumption by 6% over the weekend, saving £1,600 and seven tonnes of carbon. Since 2013/14, the NUS have been working in partnership with the University of Southampton Sustainability Action Programme to replicate their local successes, working with 12 universities across the UK to engage staff and students for this one-off event. The Blackout campaign has been particularly successful in bringing together new and existing volunteers to your local sustainability initiatives - drawing upon Green Impact staff groups and Student Switch Off student ambassadors, as well as attracting new groups through the after-party incentives and unique, fun nature of this after-hours event. The 2015/16 programme has so far seen over 350 students and 100 staff volunteering with an average of a 12.5% reduction in electricity consumption over the Blackout weekend. For more information please visit www.nus.org.uk/blackout.

NUS and Southampton are again opening up the Blackout so any university or college in the UK can take part in one of our coordinated national Blackout events (autumn and/or spring event evenings). In 2016/17 we will continue to facilitate peer-to-peer learning through conference calls on the lead-up to and de-brief following the event, complementing the support resources and methodology pack received. We will provide you with the necessary advice and support to successfully run the Blackout, and will be there on your campus on the evening to help you manage it.

Criteria required to run the Blackout are:

- Your students' union must be committed to the project;
- Willingness and ability for the Blackout volunteers to access a sizeable proportion of your estate on the evening;
- Access to real time energy data to support the quantification of the impact of your event;
- Ability to get the support of senior staff, key departmental administrators and security;
- You must provide a thank you incentive for students and staff taking part as this is a key success factor;
- Adherence to 'The Blackout' branding and logo use guidance;
- It is recommended, but not essential, that you are running both Student Switch Off and Green Impact already.

Included in the cost of participation:

- Delivery of a half-day training session at your institution or centrally for key staff and volunteers on how to run the Blackout (typically four to six weeks ahead of the event), and remote support for all subsequent years of participation;
- Full resource pack, guidelines, branded templates and ongoing remote support for you to recruit staff and student volunteers and gain access to Blackout areas on campus;
- Invitation to four group teleconference calls to troubleshoot and share ideas with others in the Blackout cohort.
- Ten branded 'The Blackout' Fairtrade hoodies for your key staff and volunteers (retail value of £350);
- Attendance on the day and into the evening to support you in delivering the event and deliver a refresher workshop for staff and students at the start of the event. N.B. No on-site pre-event support will be given as part of the 'subsequent years' package unless specifically requested at sign-up. Additional support can be negotiated with NUS and is recommended if you are running Blackout for a second or third year with a different delivery team to previous Blackout events;
- Support in national communications before, during and after the event, including social media;
- Fully-supported online survey for participants, and feedback report;
- Infographics for post-event communications and inclusion within national publicity.

Not included in the cost:

- Printing of local posters and flyers;
- Thank you incentives for volunteers, such as pizza;
- Recruitment of students and staff – we will provide advice and support on how to undertake this, and will attend on the day of the event to help the management of the students and staff, but you and your students' union need to lead on the recruitment of staff and students;
- Additional hoodies (although these can be bought from us at cost price through our ethical clothing company [Epona](#)).

The Blackout 2016/17 fees (first year)	The Blackout 2016/17 fees (subsequent years)
£950 (+VAT)	£475 (+VAT)

For colleges, schools or off-campus organisations interested in running The Blackout, we can offer a cohort package where support is provided on a group basis to two or more organisations in the same geographical area. The same support package will be provided (excluding free hoodies), and costs can be shared between the participating organisations.

For more information on any element of The Blackout, please contact Jen Strong, Senior Project Officer – Green Impact (jen.strong@nus.org.uk; 07880 031353).

2.5 WHOLE EARTH?

WHOLE EARTH? is an outdoor exhibition that presents an integrated approach to 21st-century human development, designed to give students a voice in the debate about *their* future.

Due to the extraordinary success of the exhibition in 2015/16, we are again working with renowned photographer Mark Edwards to bring WHOLE EARTH? to colleges and universities in 2016/17. WHOLE EARTH? is so much more than an exhibition: it is a powerful and provocative tool to engage students and their tutors in the big questions relating to sustainable development. In 2016/17, although it is open to all universities and colleges, Mark is particularly keen to hear from institutions with overseas campuses, so he can replicate the international twinning scheme where used banners are exhibited in other countries.

For more information and for examples of the exhibitions, please see [here](#) or contact Mark Edwards (mark@hardrainproject.com; 07710 099 818).

3. Education for Sustainable Development

3.1 Responsible Futures – www.nus.org.uk/responsiblefutures

Responsible Futures is a facilitated change programme and accreditation mark to embed sustainability across the formal and informal curriculum.

Using a whole institution approach led by a local partnership (students' union/association and university/college), and supported by NUS, Responsible Futures works to put sustainability at the heart of education.

The programme provides a framework which gives the partnership tangible actions to embed social responsibility and sustainability into the institution's teaching and learning. Responsible Futures

facilitates improved senior-level support, a significantly closer working relationship between the SU and the institution, and, most importantly, a demonstrable improvement in the inclusion of sustainability and social responsibility in the formal and informal curriculum.

Thirteen universities and six colleges across the UK have joined Responsible Futures since its launch in September 2014. The first cohort completed over 400 individual actions including:

- Conducting student surveys,
- Completing curriculum audits to measure current levels of sustainability in courses,
- Updating teaching and learning strategies to include sustainability,
- Developing professional development opportunities for staff;
- Gaining support of senior management, trustees, and/or governors;
- Offering interdisciplinary experiences related to sustainability.

The criteria in the framework are drawn from good practice across the sector and have been developed in partnership with colleges, universities, students' unions, and various sector organisations. Partnerships can personalise their approach by selecting the criteria that suit them, including developing some of their own criteria.

Partnerships taking part in Responsible Futures are connected with each other as a cohort, convened and supported by NUS. The cohort shares and learns together as they proceed through the accreditation and when they are ready, partnerships are audited by a team of trained students, convened by NUS, resulting in an externally-verified audit report and accreditation.

We recommend that the fee is paid by the university or college, and not by the students' union/association.

Responsible Futures 2016/17 Fees			
	First year fee	Subsequent year fee	Audit Fee
Higher Education Institution	£2,250 (+VAT)	£1,250 (+VAT)	£750 (+VAT)
Further Education Institution	£1,500 (+VAT)	£750 (+VAT)	£500 (+VAT)

Included in the costs:

- Access to workbook of criteria which provide an institution with an ambitious, clear, and comprehensive framework to build capacity and enhance learning and teaching;
- Support and guidance at every stage, including one full-day support visit per institution;
- Being part of a national cohort, with regular email contact, website updates, and monthly telephone catch-ups;
- Two regional support days per year;
- Access to a bespoke resource bank of good practice on embedding sustainability and social responsibility in the curriculum;
- Opportunity to share and showcase achievements and national publicity through case studies on the Responsible Futures website;
- Annual research report based on collective findings across the cohort;
- Personalised feedback reports for your institution;
- Remote support as required.

Not included in the costs:

- Travel for minimum two representatives from each institution to attend up to two regional support day(s) and a national end-of-year celebratory event;

- Venue, catering, and travel costs for student auditor training;
- Local awards events (if you choose to run one) to give out certificates to student auditors and celebrate local successes.

For more information on any element of Responsible Futures, please contact Quinn Runkle, Senior Project Officer – Curriculum and Communities (quinn.runkle@nus.org.uk; 07817 010044).

3.2 Dissertations for Good – www.nus.org.uk/dfg

Dissertations for Good seeks to harness student coursework and dissertations for the benefit of society. We connect students with off-campus organisations to develop student research into environmental, economic or social sustainability.

Dissertations for Good is an online portal housed at www.nus.org.uk/dfg. Students, academic staff and off-campus organisations can register and create profiles, detailing their areas of expertise, interests or proposed research topics. In the pilot year, projects ranged from public perception of time-of-use metering tariffs, to perceptions of young fathers taking part in a teaching programme, to learning from how activism changed the housing market in Madrid, and beyond.

You can buy annual membership, which will allow students at your institution to register and create a profile, create partnerships with organisations and carry out a dissertation for good.

Included in membership:

- Full database access for one year;
- Partnerships suggested based on area of interest;
- Onsite induction meeting from NUS;
- Promotional materials to publicise the opportunity to students;
- Remote support for additional faculty sign-ups following induction meeting;
- Guidance documents upon formation of a partnership;
- Feedback meeting after project submission (student attendance is optional but encouraged);
- Increased availability and communication of opportunities such as the British Conference for Undergraduate Research (BCUR) or the new Green Gown Award for Student Research.

Not included in membership:

- Travel costs associated with the planning and review meetings (Skype or teleconferences are recommended);
- Travel and miscellaneous costs for the student if there are any face-to-face meetings at the organisation (these should be paid for by the organisation);
- Costs associated with presenting at conferences, publishing or otherwise publicising work, unless led by NUS.

If you pay for a year's membership and no partnerships are formed, your membership will be rolled over to the following year free-of-charge.

Dissertations for Good membership for 2016/17 is £500 (+VAT) per university. Faculty-level memberships can be discussed.

For more information on any element of Dissertations for Good, or if you know of an off-campus organisation who would like membership, please contact Kim Croasdale, Sustainability Project Officer (kim.croasdale@nus.org.uk; 07584 630392).

4. Research

4.1 Green Gauge – www.nus.org.uk/greengauge

Green Gauge is a research programme to help institutions better understand the attitudes, values and behaviours of their staff and students, as well as evaluating the impact of their sustainability work.

NUS has delivered our Green Gauge sustainability research package for 10 institutions since 2010/11. It comprises a student survey tailored to meet your needs, delivered on your behalf by NUS, working through your students' union to get students to complete the survey. A staff option is also available.

The surveys can provide valuable insights and statistics for environmental teams. Survey questions can cover anything you like, from attitudes on sustainability in the curriculum, to perceptions of how sustainable the institution is, to data capture of scope three emissions from student travel. The survey will be entirely tailored to your needs, utilising our expertise in sustainability research developed through our work for Defra and the HEA. We will write the findings up in a research report, and present them back to you and your team in person. The price includes an attractive cash prize incentive to increase the response rate.

We also offer the option of in-depth focus group research for both staff and student audiences. The focus groups offer institutions the chance to explore key issues prior to the development of the survey. Alternatively, running the groups after the survey will allow institutions to develop further detailed insight into the key findings of the survey. The focus group package includes initiation meeting, discussion guide, 3 x 60 minute focus groups with 6-8 participants, and cash incentives (£30 cash payment, for students only), transcripts and write-up.

The fee for Green Gauge in 2016/17 is £4,500 (+VAT), with the staff survey bolt-on costing an additional £1,500 (+VAT). The staff focus group costs £1,500 (+VAT) and the student focus group costs £2,500 (+VAT).

For more information on any element of Green Gauge or our research work, please contact Rachel Drayson, Insight Manager - Sustainability (rachel.drayson@nus.org.uk; 07876 860324).

5. Resourcing

5.1 Sustainability Project Assistants (SPAs) – www.changeagents.org.uk/SPAs

Our successful partnership with CHANGE AGENTS UK gives you the opportunity to manage a recent graduate to support you in the delivery of our projects, engage your staff and students and communicate your successes.

Often we find an organisation ready to implement one of our programmes, but struggling to find adequate internal capacity to deliver it. Since 2009/10, we have placed over 75 graduates into Sustainability Projects Assistant (formerly Sustainable Behaviour Assistant) roles, in universities and off-campus organisations across the UK.

CHANGE AGENTS UK will organise interviews at your institution (so you can select the right candidate), then employ, train and support your graduate through a fixed-term SPA role. You then manage them locally for the



duration of their contract. The full service is delivered for a single project fee, so they do not have to go on your payroll.

Every year CHANGE AGENTS UK facilitates an active network of SPAs across the country, enabling the sharing of good project practice, ensuring their success within the role and helping with their own personal and professional development.

Included in the cost:

- Recruitment: job description drafting, advertising, shortlisting, telephone interviews and facilitation of final interviews, including candidate management, question suggestions, timetables, an interviewer and a travel bursary for candidates;
- Training and support: online training resources, webinars and support network across national SPAs, including two days of face-to-face Green Impact-specific training in both October and January;
- Salary: payroll costs and National Insurance.

Not included in the costs:

- Allowances for overtime;
- Bonuses that you might commit to locally;
- Expenses, including travel, to/from any training.

Early bird booking discount:

As the recruitment process normally takes 5-6 weeks from advertising to offer stage and lots of universities require CHANGE AGENTS UK's assistance during the summer months, early recruitment of SPAs is recommended. Any 2016-17 SPA recruitment booked by **1st June 2016** will receive a 10% discount off the recruitment, training and support element of the costs outlined above.

As a guide, recruitment cycles will start on the following dates and will consist of 2 weeks of advertising an agreed job description, shortlisting, telephone interviews, and then face-to-face interviews supported by CHANGE AGENTS UK at your institution:

- 06 June with face-to-face interviews in week commencing (w/c) 04 July
- 20 June with face-to-face interviews in w/c 18 July
- 04 July with face-to-face interview in w/c 01 August
- 18 July with face-to-face interviews in w/c 15 August
- 01 August with face-to-face interview in w/c 03 September

Intake to each recruitment cycle will be on a first come first served basis, so please specify your preferences when booking.

NB: The above dates reflect graduates starting projects on an academic year cycle. If you require something different, please contact [Miriam Webb](#), Recruitment and Development Manager at CHANGE AGENTS UK, 01572 725834.

	Sustainable Project Assistants Standard rate		Sustainable Project Assistants Early bird rate	
Contract details	Outside London, £17,000 pa, pro rata	Greater London, £19,550 pa, pro rata, (including London weighting)	Outside London, £17,000 pa, pro rata	Greater London, £19,550 pa, pro rata, (including London weighting)
06 months, PT, 17.5hrs/week	£7,700 (+VAT)	£8,600 (+VAT)	£7,470 (+VAT)	£8,370 (+VAT)
06 months, FT, 35hrs/week	£13,500 (+VAT)	£15,300 (+VAT)	£13,270 (+VAT)	£15,070 (+VAT)
09 months, PT, 17.5hrs/week	£10,600 (+VAT)	£11,900 (+VAT)	£10,340 (+VAT)	£11,640 (+VAT)
09 months, FT, 35hrs/week	£19,300 (+VAT)	£21,900 (+VAT)	£19,040 (+VAT)	£21,640 (+VAT)
12 months, PT, 17.5hrs/week	£13,500 (+VAT)	£15,200 (+VAT)	£13,210 (+VAT)	£14,910 (+VAT)
12 months, FT, 35hrs/week	£25,100 (+VAT)	£28,600 (+VAT)	£24,810 (+VAT)	£28,310 (+VAT)

NB: The above table shows the most commonly requested contracts, if you require a different contract length, other part-time hours, or an increased salary from those shown above, please contact [Miriam Webb](#) for a quote.

6. Sign up form – www.nus.org.uk/greenratecard

To sign up for any of the projects outlined in the briefing, please complete the online form available via www.nus.org.uk/greenratecard.

- Please note we can invoice part, or all, upfront this financial year (by end of July 2016). Just request your preference on sign-up form under the 'Payment' section so we can send you an invoice in mid-June.
- Our default invoicing arrangements are: 30% of costs upfront in Sept 2016, 30% in Dec 2016, and the remaining 40% in May 2017.
- If you want to pay as one installment instead (Sept 2016), please request this on the online sign-up form.
- Once you have returned the form, we will email you a cost summary, payment schedule and contract, which you will need to sign, scan and email back to us.

7. General information

Information about all of NUS' sustainability work can be found online at www.nus.org.uk/sustainability. If you have general queries, please contact sustainability@nus.org.uk.

7.1 Consultancy

NUS' sustainability team has expertise in a broad range of areas: from monitoring and evaluation, to curriculum reform, to behaviour change to strategy development. We are happy to develop bespoke pieces of work with organisations that align with our mission. In previous years this has included the design of a bespoke behaviour change programme for specific faculties within a university, developing education for sustainable development (ESD) training for course representatives, the design of a medicine school module in sustainable healthcare and lecturing on sustainability topics. We do this at competitive rates as we are not for profit. If you are

interested in running a project that isn't outlined in this document, or wish to adapt any of our programmes to your needs, please get in touch using the details above.

7.2 Other formats

If you require this document in Welsh, or in another format, please let us know by contacting us at sustainability@nus.org.uk.

7.3 Disclaimers

All content © NUS 2016. NUS reserves the right to work with delivery partners of its choosing. This document does not constitute a legal contract to deliver any of our programmes. This ratecard was published on 06/07/2016 and may be superseded at any time. If in doubt, please check with a member of the NUS sustainability team you are viewing the most up-to-date version.