

Faculty of Science and Technology

Job Description

Job Title:	Education for Sustainability Co-ordinator
Grade:	4
Job Family:	Administrative
Work Base:	Cambridge
Hours of Work:	Full time
Responsible to:	Director of Education for Sustainability (EfS)
Responsible for:	No direct line management responsibility
Relationships and Contacts:	Academic staff Students Student Union Support Staff External organisations
Job Purpose:	To support the delivery of our University's EfS programme by working closely with staff across our University to embed sustainability in the curricula and to ensure this is visible and accessible to students.

Principal Accountabilities:

1. Co-ordinate the provision of a range of engagement activities to build staff capacity for embedding sustainability in their curriculum. This will include the monitoring the progress of the EfS small grants award holders.
2. Undertake a range of specialised support tasks such as developing learning materials targeted at specific course curricula in consultation with colleagues.
3. Co-ordinate the provision and delivery of a range of activities for students to develop their awareness of where sustainability is being delivered in their curriculum.

4. Support the development of students' sustainability literacy through the co-ordination of student engagement and communication activities. This is likely to include supporting the production of the Global Sustainability Institute's (GSI) 'So What?' magazine including the commissioning of articles and editing and supporting the delivery of the GSI's lunchtime seminar series, in particular through the hosting of EfS speakers.
5. Manage communications and activities that promote and engage staff and students in EfS, including, but not limited to, events, website updating, social media, blog writing, and organising printed publications.
6. Organise internal and external activities/events/meetings e.g. collating and circulating relevant information/documentation as requested, booking venues, hospitality, speakers, co-ordinating diaries and ensuring activities/events are run efficiently.
7. Contribute to the recruitment, induction, training and appraisal of EfS interns.
8. Attend and contribute to relevant meetings, and accurately record decisions, recommendations or actions made at such meetings as appropriate through note-taking or minuting and ensure that colleagues are notified accordingly and further action undertaken.
9. Support the preparation of the EfS annual report and strategy for consideration by Sustainability Committee and Core Management Team.
10. Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

October 2015



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Education for Sustainability Co-ordinator
Person Specification

ESSENTIAL	DESIRABLE
EDUCATION/QUALIFICATION <ul style="list-style-type: none">Degree (<i>Qualifications below degree level will be considered if applicants can demonstrate solid experience and evidence of continuing professional development in an appropriate area of activity</i>)	<ul style="list-style-type: none">Higher degree
EXPERIENCE <ul style="list-style-type: none">Proven track record of project co-ordinationProven track record of working to tight deadlinesExperience of working closely with staff at all levels across an organisationProven track record of building and maintaining strong relationships with individuals and networksExperience of writing succinct reports	<ul style="list-style-type: none">Experience of developing and utilising networks across an institution or organisationRelevant experience in a similar/ Higher Education environment
KNOWLEDGE/SKILLS <ul style="list-style-type: none">Deep knowledge and understanding of sustainability and education for sustainabilityExcellent interpersonal, organisational and communication skillsNumerate, accurate and methodicalExcellent IT skills with an expert knowledge of Microsoft OfficeExcellent customer focus and service skillsExcellent time management and ability to meet deadlines, sometimes under pressureAbility to work on own independently and on own initiative with minimum supervisionAbility to write clearly and concisely to deliver high quality written materials and eventsUnderstanding of confidentiality issues	<ul style="list-style-type: none">Ability to think innovativelyKnowledge of University administrative processes and academic structures

<p>PERSONAL QUALITIES/DISPOSITION</p> <ul style="list-style-type: none"> • Customer focussed • Ability to work individually and part of a team • Able to work with minimal supervision • Pro-active approach • A flexible self-starter who is comfortable negotiating with staff at all levels both internally and externally • Self-motivated • Attention to detail • Enthusiastic and flexible approach • Commitment to our values • Willingness to contribute to the collective life of the Faculty 	<ul style="list-style-type: none"> • Enthusiasm to contribute to the wider activities of the Global Sustainability Institute (GSI) community where they complement and balance Education for Sustainability (EfS) commitments
<p>OTHER</p> <ul style="list-style-type: none"> • Committed to equality and diversity • Committed to our Health and Safety policies and procedures • Flexible approach to working hours; ability to undertake occasional evening/weekend work when workload or organisational demands require • Understanding of the external environment in which we operate • Commitment to own continuous personal and professional development • Willing and able to travel, as required by the job 	<ul style="list-style-type: none"> • Working knowledge of the activities of other areas of our University relevant to the Faculty

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