



## EXAMPLE JOB DESCRIPTION

**Commented [WM1]:** Note that this is an example job description that focuses on Education for Sustainable Development strategy development and delivery, internal CPD development for educators, and communicating sustainability progress.

Job descriptions can be edited according to the needs of the partnership institutions.

<b>Job Title:</b>	<b>Sustainability in Learning, Teaching &amp; Research Project Manager</b>
<b>Salary Grade:</b>	Grade 7 (£37,099 - £41,732) plus 12.5% employer pension contribution
<b>Location:</b>	Institution 1, Institution 2 or home based, with regular travel between the two institutions (likely one day in each per week initially) and around region X
<b>Contract Type:</b>	Fixed term for 18 months, with potential for extension
<b>Hours:</b>	37 hours per week
<b>Special Conditions:</b>	Some flexible working may be required from time to time
<b>Line Manager:</b>	EAUC Scotland Programme Manager
<b>Summary:</b>	<b>Hosted by the small and dynamic EAUC Scotland Team, this role will work between two institutions to progress embedding education for sustainable development (ESD) within institution learning, teaching and research (LTR) activities.</b>
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• To act as the institution's policy lead for ESD, assisting in the development of an institutional strategy for embedding ESD throughout LTR and being a key driver for its delivery.</li><li>• To identify current ESD delivery within LTR and monitor &amp; report progress against the institutional strategy to relevant internal and external stakeholders.</li><li>• To improve institutional understanding and delivery of ESD through development and delivery of impactful Continued Professional Development training for educators, and internal and external communications with staff, students and wider stakeholders.</li><li>• To develop collaborative ESD-related projects between both institutions, and enhance communication between the institutions and other EAUC members.</li></ul>

## About the EAUC and EAUC Scotland

EAUC are a not-for-profit, member-based charity, run by members for members. From starting out as a voluntary organisation in 1996, we have grown to represent institutions with over 2 million students and nearly 400,000 staff with a spending budget of over £25 billion. We help leaders, academics and other professionals to drive sustainability to the heart of their post-16 education institutions in the UK and internationally. The EAUC is an independent registered charitable company.

With sustainability rising up Scottish Government, Scottish Funding Council and tertiary education sector agendas, EAUC Scotland works with members of the further and higher education sector to deliver an ambitious programme to support universities and colleges to address their impacts on sustainability and climate change.

Whilst this role is an EAUC member of staff, you will be based and working for the 2 institutions as part of a shared service. You will benefit from the wider support of the EAUC team as well as the teams in each of the institutions. You will be rewarded with involvement in a dynamic charity, generous holidays and a 12.5% employer pension contribution.

We want our people to succeed both in work and life. To support this we promote a healthy, productive and flexible working environment that respects work-life balance. We are a fully home-based organisation and we work hard to make sure our staff are well connected to one another, to our members and to the sector.

### Our approach to equity, diversity and inclusion (EDI)

We are committed to a programme of activity focused on both enhancing our own performance as an organisation and identifying opportunities to support the tertiary education's own EDI work. We have an EDI working group made up of both trustees and staff members to provide support and advice to ensure that we have a strategic approach to building a more equitable and diverse culture. You can find out more about our EDI work and progress on [our website](#).

Part of this work is encouraging and enabling greater diversity across our staff, trustees, volunteers and partners. We welcome applications from individuals from a diverse range of backgrounds, age, disability, ethnicity, gender, race, religion and sexual orientation.

We are a Disability Confidence Committed organisation and committed to fair work and pay.



We recognise that candidates from Black, Asian and Minoritised-Ethnic backgrounds and disabled people are under-represented in our organisation, and that there are often additional barriers present for people from these groups when applying for roles in the charity sector and beyond.

We are committed to taking positive action to expand the diversity of our staff team, and if you meet the minimum criteria for a role (at least 80% of the essential criteria in the person specification) and are from a BAME background and/or disabled, you'll be guaranteed an interview. It is important to note that this scheme guarantees an interview for candidates who meet the minimum criteria and tell us that they'd like to be considered under the scheme – it is an opt-in rather than automatic scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

We want to provide an inclusive experience for all those who want to apply for a role with us and to remove any barriers in our recruitment processes. For example, if you have difficulty applying online, we can send a paper application pack or support in other ways such as telephone or video call. For video calls, we can make use of closed-captioned subtitling. Please contact us to discuss your needs.

We operate an anonymised recruitment process. All identifying details including those relating to protected characteristics are removed by a different member of staff to those that are part of the shortlisting process until you're invited to interview at which stage your name will also be shared. If you have opted-in to our positive action scheme, your CV and covering letter will be shared with the interview panel without it being anonymised first. We use equal opportunity forms in our recruitment process to monitor our success in being accessible to all.

## Main duties and responsibilities:

**Support the development of institutional approaches to ESD within learning, teaching and research:** Act as the institution's policy lead for ESD and green skills delivery and assist in the development and delivery of an institutional strategy for embedding sustainability within LTR. Lead and/or support the auditing of sustainability and ESD within current LTR provision.

**Develop and deliver internal training opportunities:** Develop and deliver a range of best practice CPD training opportunities that support educators to embed ESD within their LTR delivery.

**Monitoring and reporting:** Monitor progress against the institutional strategy for ESD within LTR, preparing reports and materials as required for colleagues, board meetings, Scottish Funding Council, Scottish Government, and relevant league tables.

**Communicate about Sustainability in LTR to institutional communities:** Lead and/or support internal and external communications to inform institutional staff, students and key stakeholders of the opportunities and importance of ESD and green skills, linked to quality education and learner outcomes. Present regular updates to committees, working groups and senior leadership where relevant.

**Maintain partner communications:** Lead on monthly catch-up meetings with EAUC and both institutions, and ensure relevant ideas, opportunities and examples of effective practice are shared between all parties and the wider EAUC membership.

As with all EAUC staff, the role holder is expected to:

- centre equity, diversity and inclusion in your work and that of your team in order to foster culture change
- role model our desired organisational brand, values and behaviours
- ensure that EAUC is a beacon of effective organisational and sustainability practice for our membership and wider network
- undertake any other duties and responsibilities, commensurate with the grade of the post as directed by the line manager, to collaboratively support the organisation and colleagues to achieve shared goals
- actively engage in individual and team professional development activities
- carry out the responsibilities of this role in a resource efficient manner
- adhere to EAUC policies and practices, and actively support and promote the EAUC vision, mission and strategy.

This job description is a guide to the work the post holder will initially be required to undertake. It may be changed from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post holder and their manager, usually during the annual staff review.

Person Specification		
Attribute	Essential	Desirable

1. Qualifications and attainment	Degree educated or equivalent experience Evidence of appropriate Continued Professional Development (CPD)	Recognised teaching qualification
2. Previous experience	<p>Experience of CPD / curriculum design</p> <p>Good current knowledge about education research, policy and practice</p> <p>Ability to demonstrate strong understanding, knowledge and experience of what makes professional development in an education and training environment effective</p> <p>Project management experience, including monitoring and evaluating projects, reporting on progress, and implementing suggestions for improvement</p> <p>Proven strong administration and organisational skills, including prioritisation and time-management whilst working concurrently on several different projects</p> <p>Sound competence in the use of a range of software for communications and report-writing, including MS Office.</p>	<p>Ability to demonstrate a strong understanding of the college, university and training sector</p> <p>Direct experience of teaching and/or training</p>

<p>3. Further skills and attributes</p>	<p>Demonstrate understanding of and expertise in Education for Sustainable Development or 'green skills'</p> <p>Clear written and oral communication skills with strong attention to detail, and the ability to present formally and informally to different audiences, across a wide range of disciplines and levels of seniority</p> <p>Highly motivated, proactive and enthusiastic with the ability to work independently, using own initiative</p> <p>A confident team player with excellent interpersonal skills and a willingness to be flexible and adaptable</p> <p>Have a professional manner and attitude and able to establish and maintain effective working relationships with institution contacts, stakeholders and suppliers</p> <p>Diplomacy and discretion in working with all partnership staff, government agencies, consultants, contractors and members of the general public</p>	<p>Ability to work with a wide range of external stakeholders to design and build professional development programmes</p>
<p>4. Circumstances</p>	<p>Willing and able to travel within Scotland and occasionally the UK.</p>	