



EXAMPLE JOB DESCRIPTION

Commented [WM1]: Note that this is an example job description that focuses on sustainability strategy development and delivery, emissions reporting and reduction, and communicating sustainability progress.

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

Job Title:	Sustainability Project Manager
Salary Grade:	Grade 7 (£37,099 - £41,732) plus 12.5% employer pension contribution
Location:	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
Contract Type:	Fixed term for 18 months, with potential for extension
Hours:	37 hours per week
Special Conditions:	Some flexible working may be required from time to time
Line Manager:	EAUC Scotland Programme Manager
Summary:	Hosted by the small and dynamic EAUC Scotland Team, this role will work between two institutions to progress sustainability within governance, operations, teaching and learning and engagement activities.
Job Purpose	<ul style="list-style-type: none">• To lead and monitor sustainability activity across the two partner institutions, working with colleagues at each to develop and implement sustainability plans and projects in line with effective organisational practice, and requirements and guidance from the Scottish Government, wider partners and EAUC.• To be the resident "expert" on sustainability for both institutions, supporting all staff and students in their efforts to progress sustainability in governance, operations, teaching and learning and engagement activities.• To develop business cases, secure funding for, develop, and manage a number of new and existing sustainability projects across both institutions.• To develop collaborative projects between both institutions, and enhance communication between the institutions and other EAUC members.

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 and implementation of sustainability plans: Assist in the development and delivery of the Sustainability Strategy in each institution, with leadership input and cross-institution participation. Promote and develop sustainability across both institutions, in alignment with the Climate Commission's [Climate Action Roadmap for FE Colleges/HE Climate Action Toolkit](#) and guidance from the Scottish Government, wider partners and EAUC. Assist each institution with their [Sustainable Development Goal \(SDG\) Accord](#) and [Race to Zero for Universities and Colleges](#) commitments.

Project development and management: Develop and manage a number of existing and identified sustainability projects across both institutions. Liaise with external specialists and contractors to deliver projects, studies and identify further opportunities. Propose new projects to advance sustainability ambition further and take forward approved projects.

Secure funding: Secure grant funding for sustainability projects including campus decarbonisation, biodiversity and active travel initiatives. Work with partners and funding bodies to develop detailed business cases for internal and external use.

Embedding sustainability in learning, teaching and research: Assist institutional educators with embedding sustainability within learning, teaching and research through sharing of best practice and supporting internal and external training opportunities. Assist the development of

Monitoring and reporting: Monitor progress on emissions reduction and sustainability, preparing reports and materials as required for colleagues, board meetings, funders, and for the Scottish Government. Assist in completion of the institutions' annual [Public Bodies Climate Change Duties reporting](#), including ensuring that this is kept up to date in line with new requirements and guidance.

Communicate about sustainability progress and activities: Lead and/or support internal and external communications in both institutions to inform staff, students and key stakeholders of sustainability progress, and advise them of opportunities to engage with the sustainability agenda in their professional and personal lives. 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 CPD	Sustainability professional qualification Project management qualification IEMA membership
2. Previous experience	Sustainability / environmental project management experience, including monitoring and evaluating projects, reporting on progress, and implementing suggestions for improvement Demonstrable experience working with data, targets and reporting Experience of developing funding applications and reporting back to funders on progress Experience of supporting community engagement activities around sustainability issues Proven strong administration and organisational skills, including prioritisation and time-management whilst working concurrently on several different projects Sound competence in the use of a range of software for communications and report-writing, including MS Office.	Experience of climate change risk assessments and adaptation projects Experience of engaging with individuals from different backgrounds and at different levels of seniority about climate change and sustainability

<p>3. Further skills and attributes</p>	<p>Keen interest in and understanding of environmental sustainability and its application in the college & university sector</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>Numerically literate</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>Understanding of Public Bodies Climate Change Duties Reporting requirements as they apply for Scottish institutions</p> <p>Good understanding of carbon reduction and energy efficiency technologies relevant to the college & university estate</p>
<p>4. Circumstances</p>	<p>Willing and able to travel within Scotland and occasionally the UK.</p>	