

JOB DESCRIPTION

Job Title	Sustainability Co-ordinator	Current Grade	Grade 4
Responsible to	CEO		
Responsible for	AUSA Sustainability volunteers.		
Job Summary	The sustainability co-ordinator will be responsible for ensuring environmental sustainability is a core theme in all AUSA business.		
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • Ensuring all relevant AUSA policy – recruitment, expenses, etc reflect AUSA commitment to environmental sustainability • Deliver relevant environmental awareness and training sessions to staff and volunteers • Provide support to sabbatical officers in design/content of environmental sustainability manifesto events • Ensure student training programmes reflect AUSA commitment to environmental sustainability. • Recruit, train and support AUSA sustainability volunteers. • Management and development of the AUSA Bike Scheme • Identify and raise funds, from appropriate sources, to run environmental sustainability projects. • Maintain working relationships/networks with relevant UoA staff and community organisations. 		

SPECIFIC ACTIVITIES	ROLE REQUIREMENTS
<p>1 Communication</p>	<p>ORAL:</p> <p>Extensive telephone and face-to-face communication with all Association members of staff and Sabbatical Officers on a regular basis</p> <p>Interact and communicate with points of contact at the University of Aberdeen. In addition there will be regular contact with other Universities around the UK in relation to sustainability programmes.</p> <p>Strong oral communication skills and professional confidence, tact, diplomacy and negotiating skills when dealing with a wide variety of persons.</p>
	<p>WRITTEN:</p> <p>Strong and professional writing skills essential for successful funding applications</p> <p>Extensive communication via email and letters internally and externally.</p> <p>Provision of reports regarding budgets and financial status to Finance Management.</p> <p>Knowledge of social media and ability to communicate effectively and timely to students as a key audience.</p>
<p>2 Teamwork and motivation</p>	<p>Provides leadership and direction to AUSA sustainability volunteers.</p> <p>Builds and maintains good working relationships with colleagues throughout the organisation.</p> <p>Is a team player with a “customer first” approach both internally and externally and applies a positive attitude to continuous improvement.</p> <p>Leads by example and models the organisation values.</p>
<p>3 Liaison and networking</p>	<p>Liaises with the CEO and all other members of staff, Sabbatical Officers and, students connected with the Association.</p> <p>Establishes a rapport and liaises with main points of contact at Students’ Unions at other Universities</p> <p>Supports Sabbatical Officers in ensuring that environmental sustainability is established and maintained</p>
<p>4 Service delivery</p>	<p>Demonstrate a proactive approach to managing workload and prioritising of key tasks</p> <p>Maximise positive impact of collaborative working</p>

	<p>Provide support advice and guidance to staff and sabbatical officers on sustainability issues</p> <p>Actively promote sustainable behaviour changes</p> <p>Ensure volunteers are recruited, trained, supported and deployed in line with AUSA policies</p>
<p>5 Decision making processes and outcomes</p>	<p>Responsible for making general decisions on relevant day-to-day issues.</p> <p>Responsible for providing Sabbatical Officers with advice on decisions in relation to environmental sustainability</p> <p>Will provide proposals regarding strategic development for environmental sustainability to the Sabbatical Team, CEO and Board of Trustees.</p>
<p>6 Planning and organising resources</p>	<p>Overall planning and organising of the workload for all AUSA Sustainability volunteers</p> <p>Meet deadlines for key pieces of work</p> <p>Provides recommendations to the CEO and the Board in terms of implications of relevant activities on resources and staffing.</p>
<p>7 Initiative and problem solving</p>	<p>Ability to use experience to respond to queries and issues in order support the Sabbatical Team.</p> <p>Ability to respond appropriately to complaints that may arise from the student population.</p> <p>Is proactive in identifying potential problems and works towards finding and implementing creative solutions, paying attention to Health & Safety legislation.</p> <p>Is required to provide statistical data on activity levels and engagement to the CEO and Board of Trustees for consideration.</p>
<p>8 Analysis and research</p>	<p>Regularly keeps updated on environmental impact research.</p> <p>Regularly reviews trends and activities in the field of environmental sustainability.</p> <p>Analyses and researches different Universities and Unions to understand if there are improvements that could be made in AUSA and presents these proposals to the CEO and Board of Trustees for consideration.</p>

9 Sensory and physical demands	Required to use computer software packages and data entry devices to achieve high levels of accuracy.
10 Work environment	Works in a stable office environment. Is required to be confidential in terms of the information received.
11 Pastoral care and welfare	Is required to be sensitive and professional to colleagues, volunteers, students and visitors to the Association in both formal and informal situations.
12 Team development	Required to carry out structured support meetings for ES volunteers, promoting continuous personal development and identifying any training needs and organising training accordingly.
13 Teaching and learning support	<p>Required to provide Induction Training to new volunteers as well as Sabbatical Officers in understanding the policies, procedures and activities in place in relation to environmental sustainability.</p> <p>Required to provide awareness/training to AUSA staff as appropriate.</p>
14 Knowledge and experience	<p>Educated to a good standard with significant related experience Experience working with student population and volunteers desirable. Experience managing people.</p> <p>Previous experience of working in the voluntary sector, with an understanding of the issues involved in providing support to service users, whilst also satisfying the expectations of our Funders.</p> <p>Excellent communications skills including diplomacy Flexible approach to work High level of confidentiality Ability to deal with people in a professional manner Ability to work to and meet deadlines on a regular basis Ability to work on own initiative and as part of a team</p> <p>An interest in and commitment to sustainability is essential</p>

