

JOB DESCRIPTION

Job Title	Sustainability Co-ordinator	Current Grade	Grade 4
Responsible to	Representative Services Manager		
Responsible for	AUSA Sustainability volunteers.		
Job Purpose	<ul style="list-style-type: none"> • Ensure environmental sustainability is embedded in all AUSA business • Supporting elected officers in their environmental projects, campaigns and initiatives • Running existing AUSA Environmental Projects (Bike Scheme, Green Champions, Green Impact Student Unions etc) 		
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • Ensuring all relevant AUSA policy – recruitment, expenses, etc reflect AUSA commitment to environmental sustainability • Provide support to sabbatical officers in design/content/delivery of environmental sustainability projects etc • Develop new and engaging sustainability projects for staff and students and support existing projects • Management, development and sustainability of the AUSA Bike Scheme • Act on behalf of AUSA and articulate AUSA's ideas at relevant UoA committees • Identify environmental funding opportunities • Work in line with Green Impact Students' Union (GISU) guidelines to improve AUSA's sustainability rating • Deliver relevant environmental training sessions to staff and students. • Work with the University to embed the principles of the Sustainable Development Goals into University policy, processes, and culture • Assist elected officers, set KPIs and develop operational plans 		
General Duties and Responsibilities	<ul style="list-style-type: none"> • Provision of research to enable officer engagement with data, national consultations and sectoral trends. • To map and report on the views of students, as a means of informing AUSA policy and enabling contributions to institutional decision-making. • Provide relevant, accurate and timeous information to AUSA Officers and students as required 		

	<ul style="list-style-type: none"> • Support the democratic structures of AUSA such as representative meetings and other decision-making processes. • Liaison with key external, e.g. Sparqs & NUS • To promote, support and help deliver AUSA's strategic and operational priorities • To carry out other level-appropriate tasks as may be required by AUSA • To take due care of yourself and others in respect of Health & Safety • To attend training courses that may be identified as necessary by your Line Manager.
<p>Key Relationships</p>	<p>The Sustainability Coordinator will work very closely with staff and student officers at AUSA. They will develop a strong relationship within the AUSA Representative Services Team, under the line management of the Representative Services Manager. They will work across the University engaging in student and University of Aberdeen committees.</p> <p>The Sustainability Coordinator will work on a day-to-day basis with AUSA Student Officers and University of Aberdeen institutional staff providing a permanent point of contact. They will forge robust working relationships with the UoA Energy Manager and other staff and will foster a culture of collaboration, team working and inclusiveness. They will also liaise with external agencies across a range of activities.</p>