

### Sustainability Coordinator

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>VALUES</b>	<ul style="list-style-type: none"> <li>• Commitment to student led work</li> <li>• Supportive and helpful to all</li> <li>• Commitment to environmentally sustainable working</li> <li>• Champion of inclusivity and diversity</li> </ul>	
<b>QUALIFICATIONS &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>• Educated to HND level or equivalent work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in relevant subject</li> <li>• Carbon Literacy training or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working on environmental sustainability projects</li> <li>• Experience of supporting, training or mentoring others</li> <li>• Experience of organising and/or delivering training events</li> <li>• Experience of developing strategies, campaigns, events or projects in collaboration with other people</li> <li>• Experience of producing reports or briefing notes to inform decision making</li> <li>• Experience of providing information, advice or guidance to a designated standard of service</li> <li>• Experience of undertaking research – primary or desk research – to produce an evidence base for change</li> <li>• Experience of working in the voluntary sector</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of designing training</li> <li>• Working with students and young people</li> <li>• Experience of working in a membership-led or democratic environment</li> <li>• Experience of organising and/or delivering events</li> <li>• Experience of managing budgets</li> <li>• Managing volunteers</li> <li>• Experience of events management</li> <li>• Experience of project management</li> <li>• Experience of community building via sustainability-related projects</li> <li>• Experience of measuring and assessing environmental impacts of organisational activities</li> </ul>
<b>SKILLS, KNOWLEDGE &amp; APTITUDE</b>	<ul style="list-style-type: none"> <li>• Understanding of environmental sustainability</li> <li>• Understanding of relevant Scottish and UK environmental legislation</li> <li>• Excellent IT skills, particularly in MS Office applications and video conferencing</li> <li>• Knowledge of social media and ability to communicate effectively and timely to students</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the HE sector</li> <li>• Understanding of Student Union Sector</li> <li>• Understanding of the University of Aberdeen</li> </ul>

## PERSON SPECIFICATION

- Able to pre-empt potential student problems and issues before they escalate
- Good listening skills and an ability to draw out, through questioning, the views and perspectives of different people
- Ability to establish strong working relationships with a wide range of people and organisations, internally and externally
- Excellent organisational and time management skills
- Positive verbal, written and online communication skills with diverse audiences
- Ability to maintain confidentiality always