

J O B D E S C R I P T I O N



Date of Job Description: April 2014

Organisation: Aberdeen University Students' Association

Post Title: Sustainability Projects Manager

Responsible To: Membership Engagement Manager

Responsible For: Carbon Academy Coordinator, 2 x Energy Engagement Coordinators, Sustainable Futures Intern and Design & Communications Intern

Main Purpose of Job

Responsible for developing and managing measurable pro-environmental behaviour change programmes for the student community. The post-holder will manage the existing staff team and seek longer term funding for the project. The Sustainability Projects manager will work with the President for Environment and Ethics to develop AUSA's green credentials and progress the Green Impact standard for the organisation. This post will work with the University to develop mutually beneficial initiatives.

1. Main Tasks

- To provide line management support and appraisal to the Sustainable Futures team.
- To involve volunteers and student staff in the delivery of the project.
- To ensure that students have a consistent point of contact to access the project
- To manage and develop the existing environmental behavior change programmes.
- To seek funding to extend the duration of programmes.
- To set up and maintain systems for the effective monitoring of all funding streams.
- To progress the AUSA Green Impact standard and maintain and develop the systems and procedures required for embedding sustainability in day to day practice at AUSA.
- To manage a staff sustainability champion scheme.
- To support and advise the President for Environment and Ethics to include developing environmental policy for AUSA, developing the Food Coop, Veg bag Cooperative and Wildlife Garden.
- To work with the President for Environment and Ethics to align the aims of the Sustainable Futures project with the Environment and Ethics manifestos.
- To ensure delivery of an events programme during Go Green Week, Fairtrade Fortnight and Climate Week.
- To liaise with the University and wider community on matters relating to and of mutual interest to both the Students' Association and the University.
- To report to AUSA and the Advisory Group on Sustainability and Social Responsibility regarding the development of the Sustainable Futures project.

2. Financial Responsibility

- To manage the budget allocated to the project by the University and other funders.
- To seek out new funding opportunities and manage any subsequent budgets received.
- To ensure the Finance Department receives all relevant financial information promptly, in accordance with the Students' Association financial procedures.
- To ensure that the finance department receives all relevant information relating to staff e.g. Timesheets, sickness etc.
- To work with the President for Environment and Ethics to communicate financial procedures to Food Cooperative and VegBag Cooperative organisers.

3. Events & Marketing

- In liaison with the AUSA President for Environment & Ethics officer and colleagues at the University Environment Office, to organise, promote and coordinate appropriate events throughout the year.
- To develop an engagement strategy for the project working with internal and external media, web, and face-to-face initiatives.
- In liaison with the Design & Marketing Coordinator to ensure publicity is designed and produced to appropriate specifications.
- To ensure the AUSA website, social media and other marketing media is up to date.
- Preparation, where appropriate, of press releases to promote AUSA activities and initiatives to its members, University departments, other stakeholders and the community.

4. Other Duties

- a. To attend training sessions, conferences and other learning opportunities as agreed.
- b. To assist, as required in the Students' Association elections and representative functions.
- c. To be aware of projects at other Students' Associations with a view to developing similar projects for adaptation, where suitable, at AUSA.
- d. Understand and adhere to AUSA's representative functions, procedures and policies.
- e. To assist the work of the Executive Committee and SA Council by providing advice and support as necessary.
- f. To undertake any other duties, tasks or responsibilities as from time to time may be deemed necessary by your line manager.

5. Ethical and Environmental Standards

AUSA strives to be an environmentally and ethically minded organisation and as a result expects all staff as part of their duties to:

- a. Reduce energy usage and actively cut down on waste.
- b. Recycle as much as possible using the appropriate procedures.
- c. Shut down and switch off computers, office lights and other electrical equipment when not in use.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties. As a term of your employment, you may be required to undertake such other duties as may reasonably be required of you in the post and department mentioned above, or, in another post in any of the Association's other departments. The Association reserves the right to amend the Job Description in consultation with the employee.

Aberdeen University Students' Association pursues a policy of equal opportunities in the appointment and promotion of staff.

Person Specification
Job Title: Sustainability Projects Manager

	Essential	Desirable	Determined by
Education: Qualifications and training			
Good general standard of education	✓		Application form
Skills			
Excellent people-management skills	✓		Application form/ Interview
Excellent verbal and written communication skills	✓		Application form/ Interview
Excellent time-management skills	✓		Application form/ Interview
Proven project management skills	✓		Application form/ Interview
Able to mediate, diplomacy	✓		Interview
Able to motivate others	✓		Application form/ Interview
Skilled in budgeting and managing grant applications	✓		Application form/ Interview
Proven IT skills in word processing, databases, spreadsheets & web/internet	✓		Application form
Knowledge			
Knowledge about what a students' association is and the work associated with such an organisation		✓	Interview
Knowledge about student environmental initiatives		✓	Application form/ Interview
Awareness of the environmental impacts of a University		✓	Interview
Awareness of climate change, the causes and associated environmental impacts.	✓		Application form/ Interview
Awareness of a wide range of fundraising opportunities	✓		Application form/ Interview
Experience			
Proven experience of managing people	✓		Application form/ Interview
Proven track record of project management	✓		Application form/ Interview
Proven experience of managing stakeholder relationships	✓		Application form/ Interview
Grant application management		✓	Application form/ Interview
Management of environmental programmes		✓	Application form/ Interview
Personal Qualities			
Passion for environmental & sustainability initiatives	✓		Application/ Interview
Diplomatic	✓		Interview
Self-motivation, confidence and initiative	✓		Interview
Mature & professional approach	✓		Interview

Ability to work in a busy office environment	✓		Application form/ Interview
Approachable and friendly disposition	✓		Interview
<i>NB references will also be used in this process</i>			