

University of London Job Specification

Job Title: Sustainability Projects Lead (Maternity Cover)

Department: Property and Facilities Management

Section: Sustainability

Level: Level 06 (AMP)

Job Purpose:	<p>We are looking for a Sustainability Projects Lead to join the University of London’s sustainability team and independently deliver a UK-wide student sustainability engagement programme for the duration of 13 months (maternity cover). The post holder will report to the Head of Sustainability.</p> <p>The main focus of the role will be on managing, delivering, and developing all aspects of ‘Reduce the Juice’, the University’s halls sustainability engagement project. Through Reduce the Juice the post holder will encourage good sustainability practice and deliver carbon reductions through engaging students with sustainability.</p> <p>The post holder will take up staff managing responsibilities, partially managing the Sustainability Project Officer and managing the temporary staff, interns, and volunteers who help with delivering Reduce the Juice.</p> <p>The post holder will assist the Head of Sustainability with the implementation of the University’s approach to incorporating sustainability behaviours across the organisation and act as a champion for sustainable practice. This will involve promoting sustainability, oversee the staff sustainability champions, assisting with the implementation of policies and management systems, promoting and coordinating sustainability activities across the university.</p>	
Job Content:		%
	<ol style="list-style-type: none"> 1. Engage and liaise with staff, students and other sustainability and environmental related groups, to provide good practice advice and support the practical adoption and implementation of innovative ideas on campus (examples include carbon reduction and waste minimisation). 2. Manage and deliver Reduce the Juice: liaise with external Universities that hired the University of London to deliver the project in their residential halls; make sure 	

<p>the targets are met on budget and time; make adjustments as necessary to keep client satisfaction high.</p> <ol style="list-style-type: none"> 3. Cover for the Head of Sustainability as and when required. 4. Financial budgeting, reporting, and administration: control Reduce the Juice's budget, prepare quarterly budget reports and projections, provide financial administration in line with Sustainability Team's needs. 5. Present and promote Reduce the Juice at relevant events, conferences, and webinars to raise project's profile and establish relationships with other Universities that are interested in participating in Reduce the Juice. 6. Business development: prepare project proposals and quotes for Universities interested running Reduce the Juice, attend meetings with prospective clients and attend networking events to establish new relationships. 7. Monitor and report on Reduce the Juice's progress, challenges, and successes to the clients. 8. Contribute to meeting Sustainability Team's monitoring and reporting requirements 9. Manage Reduce the Juice's engagement and social media channels to promote and engage with sustainability initiatives. This will require a good level of design skills and knowledge (knowledge of using the Adobe Suite is highly desirable). 10. Oversee and manage interns, volunteers, temporary staff, and, partially, the Sustainability Project Officer when and as needed. 11. Oversee and coordinate the University's staff sustainability engagement programme. 12. Research and identify potential clients for the University to support in implementing sustainability projects. 13. Attend training courses as identified with line manager and continually update knowledge of sustainability issues by monitoring best practice in the sector. 14. The post holder will be expected to be able to work independently on initiatives but with the guidance of and support from the Head of Sustainability. 15. This role is relatively new to the University so the post holder will be expected to be flexible and help develop a changing role. The post holder will be required to carry out such other appropriate duties as may be required from time to time in connection with the University's sustainability agenda. 16. To actively follow and promote the University of London policies, including the University's Dignity at Work and Equal Opportunities Policy and actively promote these wherever possible. 17. To maintain an awareness and observation of fire and health and safety regulations. 18. Any other duties consistent with both the grade and scope of the post. 19. Any other duties reasonably required of the post holder by the reporting manager. 	
<p>Reports to:</p> <p>Responsible for:</p>	<p>Head of Sustainability</p> <p>Partially managing the Sustainability Projects Officer</p>

Additional demands of the role:

N/A

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Experience in managing sustainability projects and awareness activities.
- Proven experience of delivering projects to the desired outcomes and within quality, time, and cost limits without direct supervision.
- Experience of delivering to and consulting with a wide range of stakeholders.
- Proven experience in establishing and maintaining good working relationship with people at all levels, including senior.
- Demonstrable experience in growing a business, developing business plans and pitching to potential new clients.
- Experience in spotting new business opportunities and bringing new projects to life; from the initial idea through to project management and delivery.
- Experience in financial budgeting, reporting, and administration.
- Ability to prioritise and make quick decisions to ensure uninterrupted project delivery.
- Experience of or working towards taking on line managing responsibilities.
- Excellent organisational and time management skills including the ability to work to strict deadlines.
- Excellent interpersonal and leadership skills.
- Enthusiastic with the ability to motivate and influence others.
- Innovative and practical approach to problem solving.
- Self-starter with an entrepreneurial streak.
- Commitment to continued personal and professional development.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- A comprehensive knowledge of a wide range of environmental issues including: energy, waste, transport, food and procurement/supply chains.
- Knowledge of successful sustainability behaviour change campaigns / businesses.
- Excellent organisational and administrative skills, with a good level of computer literacy, including working knowledge of MS Office.
- Experience in using social media and/or managing a website/intranet site/blog.
- Experience of producing good quality creative design.
- Technical skills in Adobe Creative Cloud, particularly InDesign, Illustrator and PhotoShop, or ability to learn them quickly.

Desirable:

- Practical awareness of current environmental legislation, regulation and best practice.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- Good general standard of education to degree level or equivalent by experience or competence.

Desirable:

- Behaviour Change Qualification.

Competency Requirements	Essential	Desirable
Academic Community focus		A
Adapting to change	B	
<i>Commercial awareness (optional)</i>	A	
Creativity and innovation	B	
<i>Customer focus (optional)</i>	B	
<i>International engagement (optional)</i>		A
Interpersonal understanding	B	
Leadership	A	
Managing resources	B	
Organisational commitment	B	
Proactivity and planning	C	
Problem solving and decision making	C	
Performance Management	A	
Resilience	B	
<i>Staff development and commitment to learning (optional)</i>	B	
<i>Stakeholder focus (optional)</i>	B	
<i>Striving for excellence (optional)</i>	B	
Working collaboratively with others	B	
<p>Competencies are scored on an A-D scale, with D representing the highest demonstration of the competency.</p> <p>For further information on each of the competencies and relevant levels, please refer to the University's Competency Model http://www.london.ac.uk/5258</p>		