ROLE AND PERSON DESCRIPTION

ROLE DESCRIPTION

Role title: Sustainability Engagement Coordinator (one day per week including some evenings and weekends)

Department: Bursary

Conditions
2 year stipendiary appointment with possible extension for a third and fourth year. Comes with College membership
Stipend of £5000 pa. plus meal entitlement of 3 meals per week in College.
Time commitment expected 20% of FTE including some weekends and evenings.

Job purpose:
• Responsible for guiding, facilitating and supporting the College community in implementing measures and initiatives to improve, promote and develop the College’s sustainability

Main duties:
• Working with the student Environmental and Ethical Affairs Officer and the wider ‘green’ team.
• Working on a wide range of projects including student-led and institutional, and providing continuity to projects as roles are exchanged.
• Working with the Communications Manager to provide information and case studies to share with both internal and external stakeholders.
• Day to day first point of contact for internal College sustainability matters - will be expected to be physically present in College for the majority of the time spent in the position.
• Foster and maintain effective working relationships with stakeholders, including relevant staff within Darwin and across the University, academics, committee members, individual students, student societies, and individuals at other institutions.
• Coordinate the delivery of pre-agreed objectives by working with students, staff and external partners to deliver programmes that can ensure that all students, Fellows and staff at Darwin have access to the knowledge and skills necessary to achieve a zero-carbon world.
• Work with the student Environmental and Ethical Affairs Officer to facilitate the day to day delivery of Darwin’s student-run programmes in liaison with key internal and external stakeholders. The post involves building and maintaining relationships with administrative and operational staff and students, contacts throughout the University as well as external organisations.
• This role will have a particular focus on engaging and communicating with the student community particularly during Freshers week and Green weeks (both College and University).
• Coordinate delivery of, and provide support as required to, ongoing and legacy programmes.
• Award and competitions: coordinate delivery of activities to provide additional routes for students, staff and Fellows to contribute their ideas to sustainability improvements across Darwin and more broadly.
• Communicate opportunities and content relating to sustainability from across the collegiate University to student audiences through newsletters, social media, the website and other means.
• Gather, analyse and report data on the performance of student engagement programmes as part of a regular review of all programmes.
• Consult with students, academic and non-academic staff and external partners to identify gaps in current provision and on the format of any new programmes.

Works with:
• Others in similar roles at other Cambridge Colleges and the Collegiate University.
ROLE AND PERSON DESCRIPTION

• College Committees, students, Fellows and staff.

Responsible for: • n/a

Responsible to: • Second Bursar

PERSON DESCRIPTION

Qualifications & Learning • Would suit early-stage academic or recent doctoral graduate looking to establish professional experience in this field.

Experience: • Direct experience of working with students on environmental sustainability issues.
• Direct experience in the development and management of environmental sustainability projects and engagement programmes.

Skills:
• Strong interpersonal skills. Must be able to communicate effectively with different parts of the Darwin College membership both informally and formally including motivating, influencing, negotiating and networking.
• Able to recruit, organise and motivate students, staff and other members of the College community to participate in stand-alone or ongoing sustainability initiatives.
• Able to produce written reports for internal and external audiences.
• Able to produce posters, emails and other publicity for student-led events.
• Committed to / Passionate about advancing broad sustainability changes through collaboration and behavioural change.
• Experience in / Able to identify, collect and analyse data and present in a clear understandable format for different audiences.
• Demonstrate a clear personal commitment to sustainability e.g. recycling, travel & transport, food, etc.
• The ability to build and maintain effective working relationships with a wide range of stakeholders.

Special requirements:
• Willing and able to work some evenings and weekends as well as during standard office hours.
• The ebb and flow of work means that there will be busier and quieter times during the year so availability will need to be relatively flexible.

REVIEW

These job and person descriptions are non-contractual

Reviewed by Head of Department: June 2022