



ROLE AND PERSON DESCRIPTION

DARWIN COLLEGE
CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

ROLE DESCRIPTION

Role title:	Project Manager (Sustainability)
Department:	Bursary
Conditions	Fixed-term 2 year stipendiary appointment with possible extension for a third year. Comes with College membership. Stipend of £6500 pa. plus meal entitlement of 3 meals per week in College. Time commitment expected 20% of FTE including some weekends and evenings as required.
Job purpose:	Working with the Master, Second Bursar and the student body, the role of the Project Manager (Sustainability) is to help the College achieve its sustainability goals set out in the 2022-2032 Strategic Plan. This will be done by managing specific projects as well as providing the College community with ongoing support to implement various sustainability initiatives. This role evolved from the Sustainability Engagement Coordinator (SEC). The SEC role, formed in 2022, aimed to support students in their voluntary endeavours and provide continuity to sustainability initiatives within college, maintaining institutional knowledge and best practices by archiving their valuable work. The Darwin SEC coordinated a biodiversity themed Families Day, and supported the award winning student-led project, 'Project Second Life'. Since the formation of the role, the scope and range of the projects identified by the College have broadened, now including writing reports and supporting climate-focused research associates, and the change in role title to Project Manager (Sustainability) reflect this.

Core responsibilities:	<ul style="list-style-type: none"> • Engage effectively with varied stakeholders on environmental sustainability in a collegiate environment. • Actively encourage and organise members of the College (especially students, staff and Fellows) to deliver inclusive and informative actions which contribute to the College's sustainability goals or to sustainability more broadly. • Oversee, collaborate and advise on a wide range of student-led and institutional sustainability projects, including: <ul style="list-style-type: none"> ○ Providing resources and networks, such as identifying knowledge brokers and implementers within College. ○ Ensuring continuity for valuable legacy programmes and preserving institutional knowledge (e.g. Project Second Life, Families Day, nominations for the Earthshot Prize). ○ Supporting the David Mackay Research Associates and related programmes • Work with the Communications Manager to provide Darwin-related information and case studies to share with both internal and external stakeholders, keeping them abreast of Darwin's sustainability efforts. • Assess the ongoing progress of the College towards its strategic sustainability goals (including drafting evaluation reports and consequently identifying noteworthy projects or team members for award nominations). • Act as the first point of contact for internal and external College sustainability projects.
Areas of focus for 2024/2025:	<ul style="list-style-type: none"> • <i>Consult on and propose sustainable procurement & travel baseline policies</i> • <i>Supporting or managing a biodiversity monitoring program</i> • <i>Continue to develop planned Reverse mentoring alumni program</i>



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	<ul style="list-style-type: none"> • <i>David Mackay Research Associates</i> • <i>Updating progress report and website- adding quantitative data</i> • <i>Malting house garden redevelopment</i> • <i>College Global Challenges activities & Earthshot Prize feeder programme or events</i>
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Works with:	<ul style="list-style-type: none"> • Others in similar roles at other Cambridge Colleges and the Collegiate University. • College Committees, students, Fellows, staff and alumni.
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Responsible for:	<ul style="list-style-type: none"> • n/a
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Responsible to:	<ul style="list-style-type: none"> • Second Bursar
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PERSON DESCRIPTION

Qualifications & Learning	<ul style="list-style-type: none"> • Would suit current graduate student, early-stage academic, or recent doctoral graduate looking to gain professional experience in this field.
Skills:	<ul style="list-style-type: none"> • Keen awareness of environmental sustainability issues and demonstrable climate literacy. • 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 produce written reports for internal and external audiences. • Experience in identifying, collecting and analysing data and presenting analysis in a clear understandable format for different audiences. • 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 posters, emails and other publicity for student-led events. • Committed to / Passionate about advancing broad sustainability changes through collaboration and behavioural change.
Special requirements:	<ul style="list-style-type: none"> • 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.

These job and person descriptions are non-contractual