

| JOB DESCRIPTION AND PERSON SPECIFICATION  |  |
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| <b>Job Title:</b> Sustainability Co-ordinator   | <b>Salary:</b> £34,943 pro rata pa (£20,965.80)  |
| <b>Contract Length:</b> Permanent   | <b>Hours/FTE:</b> 21 hours per week  |
| <b>Grade:</b> 4   | <b>Location:</b> 20 John Princes Street, London, W1G 0BJ and relocating to Stratford in 2022 |
| <b>Accountable to:</b> Head of College Operations   | <b>College / Service:</b> London College of Fashion  |
| <p><b>Purpose of Role:</b></p> <p>To assist the College with implementing sustainability projects and initiatives aligned to College and UAL sustainability objectives, the UAL Carbon Management Plan and UAL Environmental Management Systems and ISO standards. The postholder will be responsible for embedding sustainability principles in non-academic College functions and promoting and sharing sustainable behaviours through internal and external communications. Working with key stakeholders within the College the postholder will develop activities to engage staff and students with sustainability, implement sustainable procurement, promote responsible recycling, support develop projects to increase biodiversity indexes, implement the UAL Sustainable Travel Plan and work with central services to reduce energy consumption.</p>  |  |
| <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>To promote working practices in line with sustainability strategies and agendas across all areas of the College.</li> <li>To actively engage with groups of staff and students to identify, develop and carry out sustainability initiatives in liaison with students, colleagues and the LCF People: Sustainability group.</li> <li>To proactively communicate opportunities, achievements, information and procedures for staff and students to engage with sustainability for instance through posters, written/oral presentations, images and announcements.</li> <li>To promote and coordinate submissions to the Green Gown awards.</li> <li>To undertake simple research to provide up to date information on sustainable practices relevant to LCF.</li> <li>To develop and support others to develop and engage with green spaces and biodiverse areas.</li> <li>To write and contribute to reports on various subjects governed by work area such as PRME.</li> <li>To coordinate LCF Green Week, sustainability-related events for Activities Week and Freshers, and other initiatives concerned with Sustainable practice such as natural dye workshops.</li> <li>To administer the LCF Sustainability Projects Fund.</li> <li>To manage the LCF Operational Sustainability budget.</li> <li>To closely liaise with members of the College Resource (Finance, Timetabling, Staffing, Site Administrators) and Technical teams, to ensure policies and procedures address improved sustainability outcomes.</li> </ul> |  |

- To monitor achievements against the college and UAL sustainability objectives.
- To liaise with the College's Centre for Sustainable Fashion.
- To liaise with the UAL Head of Sustainability, to ensure College practice is in line with UAL initiatives.
- To contribute to the UAL Sustainability Working Group.
- Any other tasks consistent with your role as requested by the Head of College Operations.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Senior Managers in College and UAL
- All staff groups; administrative, academic, technicians
- LCF Centre for Sustainable Fashion Centre Manager
- UAL Head of Sustainability
- Facilities Managers
- External Suppliers

### **Specific Management Responsibilities**

**Budgets:** £10k

**Staff:** No

**Job Title: Sustainability Co-ordinator**

**Grade: 4**

**Person Specification**

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| Specialist Knowledge/<br>Qualifications    | Relevant qualification or training in an area related to environmental sustainability<br><br>Demonstrable knowledge of current and developing initiatives in Sustainability focused working and social environments  |
| Relevant Experience                        | Demonstrable experience in developing environmental policy and practices<br>Demonstrable experience of educating and driving cultural change in key procedural practices to address desirable outcomes<br>Experience of working in a public sector environment related to sustainable practice initiatives |
| Communication Skills                       | Communicates effectively orally, in writing and/or using visual media.   |
| Leadership and Management                  | Motivates and leads a team effectively, setting clear objectives to manage performance   |
| Professional Practice                      | Contributes to advancing professional practice/research or scholarly activity in own area of specialism  |
| Planning and Managing Resources            | Plans, prioritises and organises work to achieve objectives on time  |
| Teamwork                                   | Works collaboratively in a team and where appropriate across or with different professional groups.  |
| Student Experience or Customer Service     | Builds and maintains positive relationships with students or customers   |
| Creativity, Innovation and Problem Solving | Uses initiative or creativity to resolve problems  |