1 Advertisement

Post Title: Sustainability Engagement Officer
School/department: The Sustainability Team (University Wide)
Hours: Full-time or part-time hours considered up to a maximum of 36.5 hours a week. Requests for flexible working options of up to 50% home working will be considered (subject to business need).
Contract: Permanent
Reference: 7054
Salary: starting at £26,341 to £30,497 per annum, pro rata if part time
Placed on: 26 October 2021
Closing date: 15 November 2021. Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: TBC

This vacancy is only open to those currently employed by the university.

Do you love to engage people in co-creation and collective action? Do you have a passion for sustainability? Do you want to make a difference and bring about real change in all aspects of University life? If so, this is the job for you!

We are looking for a talented engagement or change management professional full of drive and energy to join our new sustainability team.

Working to the Head of Sustainability you will be an integral member of the team supporting them to engage University staff, students, and stakeholders in co-creating the delivery of Sustainable Sussex, our flagship sustainability strategy.

By helping to implement the strategy you will be a key player in enable us to achieve our commitment to achieving net zero by 2035 and the local actualization of the UN Sustainable Development Goals.

This will enable you to co-create a lasting legacy as we move towards our ambition of being one of the most sustainable universities in the world.

We are looking for a real self-starter that is confident in developing and maintaining a broad network of sustainability champions and working groups on a broad range of sustainability policy topics including: carbon emissions, transport, buildings, food, waste, education that can result in real change.

You will be a confident in supporting the delivery of a wide range of events and facilitating focused but engaging discussions with staff, students and external stakeholders and contractors.

A natural networker you will readily identify and recruit champions and allies to both informally and formally support the team in developing innovative behaviour and culture change initiatives.

You will also have excellent written communication skills with the ability to produce
compelling narratives through a wide range of traditional and social media channels.

You will be equally at home producing web content, making videos, tweeting or writing pamphlets, workbooks and exceptionally organised, with a strong attention to detail and proof-reading abilities, you will quickly gain the trust around you.

This is a high-profile strategic role that will make a real difference to everyone in the University.

Please contact Samantha Waugh mail to: s.waugh@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at http://www.sussex.ac.uk/schoolsandservices/professionalservices

3. Job Description

Job Description for the post of: Sustainability Engagement Officer

Department: Estates, Facilities and Commercial Services

Section/Unit/School: Sustainability Team (University Wide)

Location: Bramber House, University of Sussex

Grade: G5

Responsible to: The University’s Sustainability Manager

Responsible for: Graduate Sustainability Officer and/or Student Connectors

The University is committed to being one of the most sustainable universities in the world. Our Strategy Sustainable Sussex, sets out our road map for achieving this goal.

This newly created role will primarily help support the implementation of the University’s Sustainability Strategy by engaging as many relevant potential actors as possible in co-delivery in a highly strategic, organised, managed and professional way

The strategy which was published in July 2021 has four key objectives that we will realise through sixteen key aims and a detailed action plan:

1. Ethical Educators – we will embed sustainability into all aspects of student learning and experience
2. Decarbonising the Economy – we will reach net zero by 2035 through our action plan for achieving this
3. Civic Leaders and Partners – we will positively impact the community through a sustainable supply chain, social responsibility and low transport emissions.

4. Environmental Champions – we will promote biodiversity and sustainable food, waste and water consumption and recycling.

All four of these objectives directly support the realisation of the 17 United Nations Sustainable Development Goals (SDGs) that enable positive environmental, social and economic development.

Working directly to the new sustainability manager, and deputising for them where required, you will help to develop, implement and monitor a wide range of engagement activities to deliver the work of the team.

In doing so you will be expected to develop and maintain a wide range of relationships with staff, students and external stakeholders to support the achievement of sustainability targets and objectives.

The Sustainability Team will also be in the driving seat in creating a network of change champions throughout the University and developing and coordinating staff volunteering activity in the wider community.

You will also help to develop and service a range of ‘Task and Finish’ groups and high-profile events that provide assurance and opportunities for co-creation and engagement across our many communities in partnership with colleagues from across the University, students and external stakeholders.

Key Responsibilities:

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<th>1</th>
<th>Events management</th>
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<td>Develop plans for events, ensuring that the necessary academic and professional staff, services, equipment and materials are booked and secured, to ensure the effective delivery of these events.</td>
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<td>Promoting events internally and externally, including stakeholder events, workshops and seminars through a range of digital channels including social media and websites.</td>
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<td>Participate in these events, taking responsibility for key areas, including venue preparation, AV hire, catering, registration, delegate liaison and volunteer staff coordination. This aspect of the role may at times require early starts, late finishes and weekend working.</td>
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<th>Relationship Management</th>
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<td>Work closely with local strategic partners to drive broader environmental and sustainable development changes, including the local council and commercial enterprises. This may include attending local forums and working groups on improving sustainable travel, eco systems or reducing poverty and inequality (deputising for the sustainability manager where necessary).</td>
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<td>Develop an effective ‘one team’ relationship with internal communication and student experience colleagues to ensure that all team communication materials align with broader strategic objectives and branding.</td>
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Create strong day to day working relationships with each academic school cluster head of professional services (HOPS) and key sustainability academics within the Sussex Sustainability Research Partnership, Science Policy Research Unit, IDS and beyond, as directed by the Sustainability Manager.

Support the sustainability manager in regular meetings with key contractors and delivery partners such as Sussex Foods and Sussex Estates and Facilities Management to ensure that good practice from the university filters through the supply chain.

3 **Communications**

Work closely with colleagues in Communications Marketing and Advancement (CMA) to ensure that they have everything they need from the Sustainability Team to produce and deliver a dedicated communications and engagement plan for engaging the whole university and relevant external partners in the delivery of the university wide sustainability strategy.

In doing so the post holder will work closely with communications colleagues to promote the work of the sustainability team and to recruit and engage others in its work on an ongoing basis - including the maintenance of sustainability related web content, production of FAQs and responding to queries from a dedicated sustainability inbox.

They will collaborate closely with communications colleagues to promote increased sustainability on campus through the practical production of a wide range of media outputs including: presentations, newsletters, web content, making videos, tweeting, writing pamphlets, work books and policy documents to encourage greater sustainability on campus. They will also be required to regularly proof-read documents produced by other team members to ensure that they are well formatted and written and to a standard suitable for external publishing.

4 **Engagement**

Support the development of a coordinated sustainability change champion network across all parts of the University. Actively assisting the sustainability manager to map and recruit allies in all areas and levels of the institution.

Support the development of a new all staff volunteering scheme – helping to create and promote volunteering opportunities and putting measures in place to record and track progress at a corporate level alongside wider social responsibility activities.

They will also assist the sustainability manager in running competitions for example, co-organising Pitch for the Planet our ‘dragons den style’ grand sustainability challenge for students. In doing so they will be required to demonstrate excellent project management skills, juggling multiple competing deadlines to achieve desired results.

4 **Project Support**
The post holder will be responsible for providing project and secretariat support – i.e. organising meeting and writing action points and papers. This includes providing dedicated support for the University Sustainability committee (currently chaired by the Vice Chancellor) – taking minutes at that meeting as required and providing support in any other committee deemed necessary.

5. Person Specification

**SKILLS / ABILITIES**

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- A self-starter with passion, energy and enthusiasm for promoting sustainability to others.
- Evidence of having successfully worked in a previous communication, engagement, change management or behaviour change role.
- Excellent organisational skills

**KNOWLEDGE**

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- How to successfully plan and organise events
- Knowledge of stakeholder mapping and engagement approaches and planning tools
- First rate Microsoft skills including strong power point presentation techniques
- Knowledge of key behaviour change approaches such as the EAST framework
- Practical social media skills
- How to take accurate, concise minutes and records of meetings
- Understanding of project management theory including agile project methodology

**EXPERIENCE**

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- Producing high quality written and digital communications material for a range of audiences – segmenting audiences accordingly
- Consulting others via surveys, focus groups and fora and analysing the data in an evidence-based way
- Building effective and productive networks and relationships-motivating others to work as part of a team
- Providing high quality committee support, servicing meetings, writing action points and undertaking discrete research projects for the group
## QUALIFICATIONS

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<td>Educated to degree level or equivalent technical or professional qualifications or equivalent experience.</td>
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<td>Professional communications or marketing qualification</td>
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## PERSONAL ATTRIBUTES AND CIRCUMSTANCES

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<td>Ability to work independently and take initiative, prioritising tasks and work accurately under pressure</td>
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<td>Ability to influence a diverse range of stakeholders</td>
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<td>Ability to work effectively as part of a team.</td>
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This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date 21 October 2021