



JOB DESCRIPTION

POST TITLE	:	Sustainability Co-ordinator
SCALE	:	Support scale
SALARY	:	Up to £32,262
RESPONSIBLE TO	:	Head of Facilities
CLOSING DATE	:	4.30pm, Friday 28 August 2026
INTERVIEW DATE	:	Tuesday 15 September 2026

Main Purpose of the Post

The Sustainability Coordinator is responsible for supporting and implementing environmental and sustainability initiatives across college; developing, embedding and delivering on climate action goals through campus operations, teaching environments and staff/student engagement. The role focuses on reducing environmental impact, improving resource efficiency, ensuring compliance with sustainability standards, and promoting sustainable practices among employees and stakeholders.

Responsibilities

Monitor, analyse and report on the college energy use, utilities consumption, waste management including recycling rates, and transport emissions using the different portals available.

Support the implementation of the college's sustainability strategy and action plan, including setting and monitoring sustainability targets and carbon goals.

Maintain and update action plans, providing necessary reports for progress updates and committees.

Support initiatives to reduce energy consumption, waste reduction, recycling improvements, car travel by promoting sustainable commuting such as cycling, walking & public transport; and improve building efficiency across campus.

Support in identifying opportunities for improving biodiversity & green spaces and the introduction of carbon reduction projects across the campus estate and operations.

Develop and support sustainability awareness campaigns for staff and students, including supporting teaching and learning curriculum where appropriate to embed a positive culture.

Assist in contributing to all compliance requirements with environmental legislation and reporting frameworks, including audit and assessment preparations.



To support the College's wider facilities service, providing technical assistance and co-ordination to help the College meet its requirements under current health and safety legislation, codes of practice and sector / industry best practice, ensuring statutory compliance at all times.

To represent the college in Sustainability and sector external networks as appropriate.

To ensure a pro-active personal engagement with professional development programmes to keep up to date with changes in working practices.

Co-ordinating with building users across the College to schedule relevant work and activities in a manner to prevent disruption to the College.

Specifying, co-ordinating and monitoring relevant small project work. This may also involve providing cover to monitor larger projects.

To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.

To undertake invigilation duties from time to time.

To carry out such other duties as the Principal may reasonably require.

HOURS:

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above

PERSON SPECIFICATION

POST: Sustainability Co-ordinator

SUPPORT DEPARTMENT: Facilities

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	Good general education including a qualification including Maths and English	E	Application form
2	Degree/Diploma in Sustainability or Environmental Science or related field	E	Application form
3	Possess or be willing to work towards a health & safety qualification within a specified timescale	E	Application form
<u>KNOWLEDGE/SKILLS</u>			
1	A strong knowledge of sustainability and environmental Management practices.	E	Application form/Interview
2	Understanding of key issues such as climate change, carbon emissions, waste management & energy efficiency	E	Application form/Interview
3	Excellent literacy and oral communication skills with ability to engage students, staff and external stakeholders.	E	Application form/Interview
4	Excellent IT and numeracy skills.	E	Application form/Interview
5	Excellent organisation and planning skills.	E	Application form/Interview
6	Ability to effectively analyse, collate and report data through presentations or workshops.	E	Application form/Interview
7	Awareness of Safeguarding Legislation	D	Application form/Interview
<u>EXPERIENCE</u>			
1	Practical experience of working within sustainability, environmental management and/or ESG-related roles	E	Application form/Interview
2	Experience supporting sustainability engagement campaigns and focus groups initiatives	D	Application form/Interview

3	Experience of project coordination	E	Application form/Interview
4	Experience of working within Education	D	Application form/Interview
5	Experience of Microsoft Office applications	E	Application form/interview
6	Experience of site inspections and report writing	E	Application form/interview

PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Passionate about environmental sustainability and climate action	E	Application form/Interview
3	Good teamworking skills and commitment to supporting all colleagues across the College	E	Application form/Interview
4	A commitment to ongoing professional development	E	Application form/Interview
5	Enthusiasm for the role and, for further education in building and changing lives	E	Application form/Interview
6	Driving licence and access to a vehicle with Appropriate insurance cover for Business Use (Some travel may be required)	E	Application form/Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*