BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title:** Sustainability Assistant

**College/ Department:** Leadership & Management

**Reporting to:** Sustainability Officer

**Grade:** Scale 4

**Summary of the Post**

The Sustainability Assistant will play a key role in supporting the Sustainability Officer to ensure the College delivers its sustainability strategy. The postholder will successfully contribute to the delivery of key sustainability projects and initiatives to embed Education for Sustainable Development (ESD) throughout the curriculum, promote staff and student knowledge of sustainability, as well as promoting sustainable behaviors throughout the College.

**Main Duties**

* Work closely with the Sustainability Officer to promote and enhance the sustainability strategy across the college through development of resources, creating and maintaining project management documentation and monitoring progress against targets.
* Oversee the sustainability area of the College intranet. This includes publishing information and ensuring that all queries and suggestions are responded to appropriately.
* Establish effective internal and external stakeholder networks and relationships.
* Undertake best practice research on sustainability topics to support internal policy and operational development.
* Prepare Committee meeting materials, supporting and tracking projects and deliverables and reporting on outcomes and impacts.
* Coordinate sustainability projects and initiatives across the College by collaborating with teams to ensure they deliver against the College sustainability strategy.
* Work across the College with departments to support the development of departmental plans that identify key actions, initiatives and milestone for delivery against our Sustainability Strategy.
* Contribute to reports on how ESD has been embedded throughout the curriculum and identify areas where improvement can be made.
* Promote ESD best practice and support sustainability related awareness campaigns across the College.
* Support with administration and data collection.
* Coordinate and facilitate sustainability training and tutorials.

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies.
* Participate in relevant and appropriate training and development as required.

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, policies and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 – Sustainability Assistant**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Relevant Training | Level 3 qualification or above in a related subject (Geography, Environmental Science, Biology etc), or relevant industry experience  GCSE Maths and English (or equivalent Level 2 qualification) | Degree Level qualification in a related subject | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | Experience or knowledge working within a team or leading a project and monitoring progress  Experience managing a variety of tasks working to different to deadlines  Experience recording accurate data and producing reports | Experience in supporting an environmental agenda in an organisation  Experience delivering presentations, lessons, seminars, or training sessions | Application Form  Interview  Performance of task/test at interview |
| **Skills and Knowledge**  Ability to follow instruction | Knowledge of key environmental and sustainability issues and initiatives within education  Excellent communication skills, including the ability to analyse and explain complex issues and data, both verbally and in writing, to a variety of audiences  Proficiency in Microsoft Office tools, including Excel  Ability and confidence to speak to different audiences and stakeholders | Build relationships with a range of colleagues and external partners (charities, community organisations, academic bodies and consultancies) and to prepare engaging written communications which inspire action  Ability to build consensus and effective networker | Application Form  Interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | Commitment to the mission and values of the college  Ability to work on own initiative  Passion for environmental and sustainability issues and for driving sustainable change  Ability to think and respond positively to new ideas and approaches  Self-motivation, resilience, and a positive change champion |  | Application Form  Interview |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Motivation to work with children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults  Emotional resilience with challenging behaviours |  | Interview  References  DBS Certificate |