

Candidate Information

Position:	Project Support Officer (Sustainability)
School/Department:	Estates Services
Reference:	22/109682
Closing Date:	Monday 28 March 2022
Salary:	£28,756 - £33,309 per annum
Anticipated Interview Date:	Wednesday 13 April 2022

JOB PURPOSE:

The post-holder will play an integral role within the Estates Directorate and be responsible for the coordination of projects pertaining to sustainability and environment, staff and student engagement, resource and carbon reduction to support the University's sustainability and Net Zero ambitions.

The post holder will also develop and deliver a wide range of staff and student engagement and communication programmes and activities across the University to raise awareness and promote pro-environmental behaviours and ways of working to staff and students.

MAJOR DUTIES:

1. Develop and deliver key University staff and student engagement initiatives for a range of audiences across the University which align with the University's sustainability and Net zero carbon aspirations e.g. Carbon Literacy Training, Sustainable Labs Program, and University Green Fund.
2. Oversee and manage the staff and student Sustainability Champion network to include regular meetings, training workshops and frequent communications to promote the sharing of ideas, resources and best practice. This will include recruitment and motivation of departmental teams and student volunteers; provision of training courses presentations, workshops, events, and briefing sessions to a diverse range of audiences.
3. Lead in the delivery and promotion of sustainability messaging and campaigns throughout the year. Work closely with others e.g. Queen's Accommodation, Queen's Students' Union, Campus Food and Drink to develop and deliver a calendar of activities and events throughout the year to include Fresher's Week, Green Week and other points during the academic year. This includes the use of social media, website, newsletters.
4. Support the delivery of projects related to the University's' sustainability aspirations to include:
 - Waste Management.
 - Sustainable travel.
 - Biodiversity.
 - Campus student sustainability projects.
 - Estates Directorate ISO14001 ISO14001 including completion of annual audits.
 - Green Flag accreditation.
5. Supervise a small intern team, planning, organising and delegating workload.
6. Develop and maintain relationships and collaborate with staff and key student representatives across the University including administrative, academic staff and technical staff to develop the staff and student engagement programmes and create opportunities for cross-disciplinary engagement.
7. Review and monitor staff and student engagement programmes and campaigns, collating accurate figures on engagement and identifying opportunities for improvement and innovation to ensure they align with wider sustainability objectives. Prepare reports to update on progress to line manager and relevant working groups.
8. Identify and prepare submissions to benchmarking surveys and award schemes e.g. BITCNI Environmental Benchmarking Survey, University League, THE Impact Rankings; Assist with the monitoring of consumption of sustainability data (e.g. waste, travel and engagement data) within the University and set targets for improved performance.

9. Develop and maintain relationships and engage and collaborate widely with external stakeholders to increase understanding of Queen's contribution to sustainability and who can also support the promotion of sustainability awareness within the University community e.g. Belfast City Council, local NGO's and social enterprises.
10. Carry out any other duties associated with the role as reasonably requested by line manager or Head of Sustainability.

ESSENTIAL CRITERIA:

1. Degree in an environmental related subject.
2. 2 years' relevant experience of coordinating and implementing sustainability/environmental projects/activities.
3. Relevant experience in a customer relationship and digital marketing/communications role.
4. Proven record of delivering employee engagement and communications programmes.
5. Experienced and knowledgeable in raising environmental and social sustainability awareness in large organisations.
6. Customer focused and highly motivated, with the ability to engage staff and students and use influencing skills to change attitudes and behaviours.
7. Excellent relationship building, team-building and leadership skills to effectively develop, lead and support a large network of student and staff volunteers.
8. Ability to plan and manage projects successfully and to work independently and with initiative, prioritising own workload and meeting deadlines.
9. Good IT skills, including proven working experience of Microsoft Office applications, use of online survey, newsletter, web content and social media platforms.
10. Excellent oral and written communication skills with ability to develop and deliver reports, presentations, training and marketing/promotional materials/ social media.
11. Creative and innovative thinker and problem-solver that can formulate ideas and appropriately execute them.

DESIRABLE CRITERIA:

1. Formal marketing qualification.
2. Experience of environmental management system.
3. Project management experience (including design, delivery and evaluation of projects).
4. Knowledge of the higher education sector and higher education sector sustainability and environmental initiatives.
5. Experience of web-based packages and technology.