

Candidate Information

Position: Sustainability Communications Co-ordinator
School/Department: Civic and Business Engagement
Reference: 26/113529
Closing Date: Monday 24 August 2026
Salary: £36,366 - £41,727 per annum
Anticipated Interview Date: Monday 14 September 2026
Duration: Permanent

JOB PURPOSE:

The Civic Engagement and Strategic Communications Directorate at Queen's University Belfast is currently seeking to appoint a Sustainability Communications Coordinator.

Working as part of the Internal Communications Team and as a business partner to the Estates Directorate's Sustainability Team, the post-holder will support the delivery of the University's sustainability ambitions through coordination and delivery of communications and campaigns for the University's staff, students and key stakeholders across a portfolio of sustainability projects, initiatives and engagement opportunities.

MAJOR DUTIES:

1. Working with colleagues in the Civic Engagement and Strategic Communications Directorate, support the implementation of the University's Integrated Net Zero Communication Plan by coordinating sustainability-focused campaigns and communications that align with the University's strategic sustainability objectives.
2. Support the embedding of sustainability considerations, issues and plans across the wider work of the Civic Engagement and Strategic Communications Directorate, ensuring that they are considered and reflected appropriately in all corporate communication activity and planning.
3. Maintain the University's sustainability content planner, coordinating sustainability communication activity to maximise impact, including working with colleagues across the University and external partners to deliver and support effective communications to our key audiences.
4. Create, develop and edit high quality content for a variety of audiences and channels with specific focus on sustainability, including:
 - Maintaining and developing the University's Sustainability website;
 - Creating social media content that raises awareness and inspires behaviour change;
 - Writing content for web, news stories, blogs, email, newsletters, profiles, speeches and printed collateral; and
 - Producing engaging video content.
5. Provide communication support for in-person and virtual sustainability events.
6. Build and maintain excellent relationships and networks with staff and student representatives across the University, sharing best practice in sustainability communication with internal partners and liaising effectively with external stakeholders.
7. Maintain brand and message consistency across all channels.
8. Work with external agencies, creatives and suppliers to deliver content and other requirements.
9. Support monitoring and evaluation of the effectiveness of sustainability communications activity to inform continuous improvement.
10. Undertake insight-gathering research with internal audiences to inform effective communications creation.
11. Carry out any other duties associated with the role as reasonably requested by line manager.

ESSENTIAL CRITERIA:

1. Third level qualification (honours degree or higher); OR Extensive recent relevant experience in a communications role.
2. Minimum 2 years' relevant experience in an internal communications, media, public relations or marketing role.

3. Proven track-record of developing, planning and delivering successful and creative communications and multi-channel campaigns for a range of audiences.
4. Experience of using a Content Management System and writing for the web.
5. Experience in managing social media channels and producing engaging content that supports objectives.
6. Experienced user of MS Office packages and general confidence and aptitude with IT systems.
7. Excellent written English and oral skills, including the ability to communicate information with clarity and accuracy.
8. Exceptional organisational and planning skills and the ability to prioritise and complete multiple tasks to agreed timescales and within budget.
9. Ability to develop effective relationships and work collaboratively.
10. Ability to work on own initiative and as part of a team.
11. Excellent oral and written communication skills with ability to develop and deliver reports and presentations.
12. Excellent interpersonal skills with a record of working and influencing a range of stakeholders.
13. Willingness to work beyond normal working hours when and as required.

DESIRABLE CRITERIA:

1. A Bachelor or Master's degree or equivalent in communications, media, journalism or marketing.
2. Experience of sustainability communications.
3. Experience of engaging internal audiences.
4. Experience of creating multimedia content, such as short videos or podcasts.
5. Experience of digital marketing.
6. Experience of working in the Higher Education sector.
7. An understanding of sustainability issues within a national and international context.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to: Paula McWilliams at paula.mcwilliams@qub.ac.uk.