



## JOB DESCRIPTION

|                |   |
|----------------|---|
| Job Title      | Sustainability & Environment Manager  |
| Start Date     | 30 August 2022  |
| Salary         | Salary is based on the Sixth Form Colleges Association Support Staff pay spine from points 18–20. Currently £28,499–£30,406.                        |
| FTE            | Part-time (0.8FTE), Full year   |
| Responsible to | The Principal through the Director of Administration and College Services   |
| Liaising with  | All college staff and students including the Senior Leadership Team (SLT) and other relevant groups within the College as well as external agencies |

### Role Purpose

- To lead the delivery of the college's sustainability strategy, implementing its objectives and planning, managing and coordinating sustainability projects and initiatives across the college.

### Main Duties and Responsibilities

- To develop and lead the college's sustainability strategy, ensuring its alignment with the Department for Education's Sustainability and Climate Change Strategy and developing and embedding sustainability into college culture.
- To review and update the college's sustainability policy annually.
- To ensure the college abides with all legislative compliance in regards environmental law.
- To complete streamlined energy and carbon reporting returns on behalf of the college.
- To seek out new funding streams, obtain grants and funding for environmental initiatives from the appropriate authorities.
- To provide written reports to governors and other stakeholders on the college's progress towards the implementation of its sustainability strategy.
- To work with the Facilities Manager to look at energy usage and the production of a carbon management plan, ensuring BMS are optimized and support investment in energy efficiency.
- To work in partnership with the Facilities Manager and Financial Controller to reduce the college's energy costs and carbon footprint in line with the sustainability policy.



## Main Duties and Responsibilities

- To provide specialist advice and recommendations to support the implementation of the EcoCampus environment management scheme and work towards ISO 14001 accreditation.
- To work with the Facilities Manager to support and develop the college's waste management and recycling strategy, to reduce college waste streams and improve recycling efficiency.
- To work with the Catering Manager to implement sustainable catering initiatives, including reduction of food miles, sourcing of local produce and reduction of food waste.
- To work with the Financial Controller to maintain a register of approved contractors and suppliers with strong sustainability credentials.
- To work with the Network Manager to manage the impact of the college's digital carbon footprint.
- To work in partnership with the Chaplain to engage with the Diocese of Salford to work on effective action for climate change under the umbrella of *Laudato Si*.
- To work with the Assistant Principals: Curriculum and Heads of Student Services, Heads of Faculty and Heads of Department to embed carbon literacy within relevant study programmes across the college, including the tutorial and RE programmes.
- To help lead training to upskill staff on embedding carbon literacy within their teaching.
- To work with colleagues across the college to arrange masterclasses on sustainability and carbon literacy between institutions and relevant employers.
- To work with the Careers Manager to promote Green Skills and Careers within the student body.
- To work with the Marketing Team to inform communication and marketing strategies.
- To set up staff and student initiatives to promote energy saving and heat loss prevention, arranging green awareness events, promotional materials and displays.
- To attend and contribute to Heads of Enabling Department meetings
- To chair the college's Environment Group and liaise with the student Environment Ambassadors.



## Main Duties and Responsibilities

### Staff Development

- To undertake staff development where appropriate
- To take part in the College's Appraisal Process

### Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent
- To work as part of a team and to ensure effective working relations

### Quality Assurance

- To ensure the effective operation of quality assurance systems
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process

### Communications

- To ensure familiarity with the department's aims and objectives
- To liaise with relevant external bodies as appropriate

### Marketing and Liaison

- To contribute to the College liaison and marketing activities
- To link with external agencies as appropriate

### Management of Resources

- To contribute to the maintenance of an attractive working environment in the college office



## Main Duties and Responsibilities

### Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General data Protection Regulation (GDPR).

*This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.*

|                |  |
|----------------|--|
| Start Date     | 30 August 2022   |
| Closing Date   | Closing date for receipt of applications is <u>Friday 1st July 2022 at 10am. We will not be able to accept applications after this date, except in exceptional circumstances.</u>  |
| Interview Date | Interviews are currently due to be held w/c 4th July 2022 (this is subject to change). Candidates will be contacted by phone or email to schedule their interview. Please ensure correct contact information is included and correct on your application, along with any dates that you are not available for interview. |

# Person Specification

The person specification will be used in when shortlisting candidates to interview

|  | Essential/<br>Desirable | Assessment            |
|--|-------------------------|-----------------------|
| <b>Experience</b>  |                         |                       |
| Experience in the delivery of climate change and/or environmental sustainability projects.   | Essential               | Application/Interview |
| Experience of analysing and interpreting data  | Essential               | Application/Interview |
| Experience of researching, evaluating and making recommendations.  | Essential               | Application/Interview |
| Experience of obtaining funding streams such as Salix funding  | Desirable               | Application/Interview |
| Experience of working within an educational establishment.   | Desirable               | Application/Interview |
| Membership of a recognized Sustainability or Environmental body (IEMA or similar)  | Desirable               | Application/Interview |
| <b>Skills &amp; Knowledge</b>  |                         |                       |
| Knowledge of climate change and environmental sustainability principles, as well as legislation, policy and good practice for these fields.  | Essential               | Application/Interview |
| Excellent organisational and administrative skills with the ability to prioritise and multitask  | Essential               | Interview             |
| Excellent standards of literacy and numeracy   | Essential               | Interview             |
| Ability to work with other staff as a team   | Essential               | Interview             |
| Excellent organisational and administrative skills   | Essential               | Application/Interview |
| Excellent communication and listening skills   | Essential               | Interview             |
| A clear understanding of developments in post-16 education   | Desirable               | Application/Interview |
| Ability to meet deadlines  | Essential               | Application/Interview |
| Evidence of commitment to Continuous Professional Development  | Essential               | Application/Interview |
| IT literate  | Essential               | Application/Interview |
| <b>Qualifications</b>  |                         |                       |
| Level 3 qualification in Science or Environmental Science or equivalent  | Essential               | Application/Interview |
| Educated to degree level in Environmental Management or Environmental Science or equivalent or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills. | Desirable               | Application/Interview |
| <b>Attitude &amp; Impact</b>   |                         |                       |
| An unwavering passion for sustainability; committed, enthusiastic and looking to innovate in this field.   | Essential               | Interview             |
| A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changing circumstances   | Essential               | Interview             |
| In sympathy with the Catholic ethos of the College, including a commitment to cooperation and helpfulness and a concern for the wellbeing of others  | Essential               | Interview             |
| Committed to equality and diversity  | Essential               | Interview             |
| <b>Personal</b>  |                         |                       |
| Enhanced DBS Clearance   | Essential               | Pre-employment check  |
| Can evidence proof of right of work in the UK  | Essential               | Application/Interview |

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.



## Staff Benefits

- Free secure on-site parking
- Cycle to Work and Technology schemes
- Free onsite fitness classes including Yoga and Pilates
- Free tea and coffee in all staffrooms and subsidised Starbucks pod on campus
- Free staff lunch and refreshments on inset days
- Access to wellbeing services such as private physio and virtual GP appointments through our enhanced Occupational Health package
- End of term all-staff celebration lunch

## Payroll & Pensions

|                |   |
|----------------|---|
| Payment        | Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise. |
| Pension Scheme | You will automatically become a member of the Local Government Pension Scheme (unless you opt-out).                               |

## Safeguarding

|                                       |   |
|---------------------------------------|---|
| DBS Clearance and Safeguarding Checks | This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks   |
| Rehabilitation of Offenders Act 1974  | The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.<br>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions. |