

Job Description

Role Title:	Graduate Sustainability Communications and Engagement Officer
Dept:	Sustainability Office
Reference:	MPF4308
Grade:	4
Full or Part time:	Full time
Hours:	1.0 FTE / 36.25
Reports to:	Education for Sustainable Development Manager

Overview

The goal of The University of Salford Strategy 'Innovating to Enrich Lives' is innovating towards a more sustainable, equitable, just, healthy, creative and prosperous society. The Strategy has four delivery themes:

Improving the Environment & Sustainability; Developing Cutting-edge Creativity & Innovative Practice; Building Prosperity, Equity & Community; and Enabling Healthier Living.

At the University of Salford we recognise the climate and biological crises and that climate change is one of the biggest challenges facing our society across the globe. As a higher education provider we have a major role to play in enabling our students and staff to respond positively to global challenges through their study, work and life. Our vision is that by embedding sustainability in all aspects of University life, we will enable our University community to create impactful positive change for society and environment. We want to be a sustainable university and make sure it is a central part of our story.

To enable this we have established three goal areas in our Sustainability Strategy: sustainable campus, sustainable impact and sustainable communities.

Through support provided by leadership and the Sustainability Office we will embed sustainability principles into everybody's business as usual. We make a lot of decisions as an institution, we want to make sure that sustainability is at the heart of those decisions and not a bolt-on. We will make sure policies and procedures support sustainable choices.

The Sustainability Office has responsibility for the holistic Sustainability Strategy and works with teams across the whole University to enable and embed sustainability. The Sustainability Office is a centralised team and reports to the Strategic Portfolio Board and the University Sustainability Board. It is championed by the Chief Infrastructure Officer, the University Leadership Team Lead for Sustainability.

Advocating for a sustainable future is essential to the success of our Sustainability Strategy. We are a university that engages with society to bring about benefits. We partner with the people of Salford, Greater Manchester and the global community to advance education, inspire, empower and transform lives. In accord with our civic commitment, we bring value to our city region and respond to society's challenges in ways relevant to Salford and beyond.

Using collaboration and delivering training, advice, support and engagement we will raise awareness of sustainability issues and advocate for a sustainable future. Through this and our outreach and community projects we will support and encourage staff, students and community to make sustainable decisions as well as helping to tackle social issues such as fuel poverty. This will be delivered with consideration of equity, diversity and inclusion to support our EDI Statement of Ambition.

Research by SOS-UK has consistently shown that students think it was important that they learn how human activity is affecting nature and how to use resources efficiently to limit the impact on the environment and other people. The research also found that when selecting their university choices, many students felt it important that the university takes environmental issues seriously. These survey results show how important it is that we communicate with students about sustainability issues and engage with them to enhance their understanding.

The Graduate Sustainability Communications and Engagement Officer will assist with the development and delivery of sustainability communication and engagement programmes across the University, working in partnership with Salford SU.

Role Purpose

An exciting opportunity has arisen for a full-time Graduate Sustainability Communications and Engagement Officer within the University's Central Sustainability Office working in partnership with the University of Salford Students' Union (Salford SU). The position is an opportunity to gain experience of working within a dynamic and committed sustainability team and will be offered to a University of Salford graduate for 12 months from the start date.

The Graduate Sustainability Communications and Engagement Officer will work alongside colleagues in the Sustainability Office, Environmental Sustainability Team and Salford SU to support the delivery of sustainability related communication and engagement activities.

You will be joining a small but impactful team to help advance our sustainability goals and in doing so will develop a broad understanding and knowledge of sustainability action, communication and engagement. This will include internal and external communications, assisting with content generation and promotion, campaign planning and delivery and social media management. There is also the opportunity to identify, develop and assist with the project management of student engagement sustainability initiatives.

This post requires a self-motivated and enthusiastic person with a firm commitment to sustainability. The role holder is required to:

- Work with the Sustainability Engagement Officer and wider Sustainability Office to support the delivery of a programme of events and initiatives throughout the year to engage staff and students on environmental and sustainability issues.
- Assist with communication to help raise awareness, educate and influence staff and students to make more sustainable choices.
- Support colleagues in the Sustainability Office and Salford SU to identify and build links with student groups and student volunteers and support these appropriately.

- Work alongside student volunteers to deliver successful events and activities with positive outcomes.

Principal Duties & Responsibilities

- Working closely with the Sustainability Engagement Officer and other colleagues support the planning and delivery of a range of events throughout the programme, aligned where possible with internal and national campaigns such as Go Green Week, Hedgehog Friendly Campus, Recycling Week etc
- Assist with communication on sustainability for the University and Students' Union by contributing to social media, production of newsletters, and news articles as well as embedding into other University and Students' Union communications as appropriate
- Coordinate volunteering opportunities for students in sustainability related activities to support student experience
- Assist with the maintenance of the University and Students' Union sustainability and environment websites by providing content to help ensure they are kept up to date and engaging
- Support a sustainability related presence at key University events such as welcome week, open days and careers fairs
- Lead by example to encourage behaviour change towards sustainability across the University, Students' Union and wider community
- Attend training courses as identified with the Education for Sustainable Development Manager and continually update knowledge of sustainability issues by monitoring best practice in the sector
- Build effective relationships with colleagues at other students' unions to share best practices
- Support the Sustainability Office in wider sustainability issues
- Actively promote and champion student opportunities, societies and the work of Salford SU throughout the University and to external organisations
- Assist with the management and delivery of Education for Sustainable Development related actions.
- Through networking help identify opportunities for external organisations to provide information and experiences for staff and students
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy

- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role
- Promote equity and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Other duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

Qualifications

1. Gained a degree in a sustainability or communications related subject from University of Salford (graduation within the last 3 years) (E) (A)

Background and Experience

2. Experience of working in a sustainability related role or show a demonstrable interest in sustainability, e.g. volunteering or project work in sustainability (E) (A) (I)
3. Experience in the planning and delivering events (D)(A) (I)

Knowledge

4. A wide range of global, national and local environmental and sustainability issues including energy, waste, transport and water (E) (A) (I)
5. Awareness of a range of communication methods for students and staff (D) (A) (I)

Skills and Competencies

6. Excellent written and verbal communication skills to present information clearly (E) (A) (I)
7. The ability to motivate others and work effectively within a team environment (E) (A) (I)
8. Strong interpersonal skills with the ability to work collaboratively with a range of different roles (E) (A) (I)
9. Good relationship-building, persuasion and networking skills (D) (A) (I)
10. The ability to manage and prioritise own workload in meeting requirements/deadlines (E) (A) (I)
11. Ability to pro-actively generate own ideas and seek out own opportunities (E) (A) (I)
12. The ability to use Microsoft Office packages particularly Outlook, Teams, Excel, Word and Powerpoint (E) (A) (I)
13. A personal and professional commitment to environmental sustainability (E) (A) (I)

