

JOB DESCRIPTION

Job Title:	Sustainability Coordinator
Reporting to:	Community Manager
Place of Work:	Student Centre - University of York Students Union
Hours of Work:	35 Hours per week (full time, permanent)
Salary Scale Point:	£25,425 - £27,958

Job Overview

York SU is looking to recruit an enthusiastic and ambitious individual to coordinate and deliver the organisation's sustainability commitments. The post holder will be responsible for developing and delivering training, advice and guidance to student groups on environmental and social sustainability, supporting them to embed best practice in their activities. The coordinator will also lead in the coordination and delivery of York SU's 2024-2026 Sustainability Plan, working collaboratively with internal and external stakeholders to facilitate a holistic and aligned approach to the project's delivery. The coordinator will also provide operational support and guidance to York SU's elected officers to support them in representing student's views on environmental and social sustainability issues. The post holder will also administer York SU's Sustainable Development Grant and provide support to successful applicants, working with them to effectively monitor and evaluate their projects.

Key Responsibilities

Service Delivery

- To develop training, resources and guidance to support student groups and leaders to embed positive sustainability practices within their activities;
- To work with and support elected officers and student representatives on campaigns, events and initiatives relating to sustainability;
- To lead on the coordination and delivery of York SU's 2024-2026 Sustainability Plan;
- To work on impact collection, analysis and reporting frameworks to enable York SU to robustly articulate its environmental impact;
- To work with the Communications department to establish an annual communications plan to showcase student and the Union's sustainability work;
- To manage and administer York SU's Sustainable Development Grant;

- To act as a key link between the University and the Students' Union, work with university staff across Environmental Sustainability at York (ESAY) departments to facilitate an aligned and joined up approach to sustainability work;
- To work with ESAY and coordinate the Union's role in delivering SOS-UK's Responsible Futures programme;
- To work closely with York SU Commercial Services, supporting them in their sustainability initiatives and environmental impact reporting;
- To work collaboratively with York SU colleagues on flagship Union activity to consider and improve the environmental impact of these activities;
- To develop resources and guidance for York SU staff to improve understanding of social and environmental sustainability, and how they can consider this in their own areas of work;
- To provide administrative and secretariat support, as appropriate;
- To contribute to reports and publications, as directed by the Community Manager

Finance

- To administer York SU's Sustainable Development Grant
- To support with financial reporting of sustainability budget lines, as directed by the Community Manager

Staffing

- No direct staff reports
- To provide support and guidance to ESAY's Responsible Futures student interns, as appropriate.

York SU's Values and Behaviors

To work with us, we ask all staff to uphold our core values and behaviors. These are:

Ambition

We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.

Innovation

We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.

Social Conscience



We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.

Authenticity

We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.

Partnership

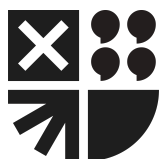
We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.

General Notes

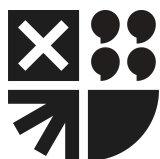
- The principal roles and responsibilities of this post will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate by the union.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to the Union and their job.
- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook, constitution and employee policies.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Welcome events and Welcome Fair, Student Balls and any other key events, including elections.
- All staff are expected to champion an organisational culture which is inclusive and both values and celebrates diversity, and where students feel empowered to shape their Union.
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- Staff must uphold York SU's environmental and sustainability aims, ensuring good practice is met.
- Everyone must work within, promote and uphold the student-led and democratic ethos of the Students' Union.

PERSON SPECIFICATION

Requirements	Essential	Desirable
Qualifications	X	
Literate and numerate to a GCSE level		X



Qualification or certification in sustainability related field		X
Experience		
Experience in developing environmental and socially sustainable practices	X	
Experience in environmental impact monitoring and reporting		X
Experience of working with students or volunteers	X	
Experience of communicating with a diverse range of people, both individuals and groups	X	
Experience in developing and delivering training		X
Experience in event planning, development and delivery		X
Experience of working with community groups		X
Experience of working in a membership led or democratic organisation		X
Knowledge		
Knowledge and understanding of environmental and social sustainability theories and practices	X	
Knowledge and understanding of existing environmental and social value legislation and policy	X	
Awareness of, or involvement with, sustainability or environmental-impact related projects	X	
Skills and Attributes		
General IT skills including a working knowledge of Microsoft Office and Google Suite	X	
Able to write and deliver training and guidance to engage a range of audiences		X
Able to maintain effective relationships with key University staff, elected officers and other stakeholders and partners	X	
Excellent interpersonal skills - able to communicate strongly in writing		
Strong time management skills - able to meet deadlines and cope with varying workloads	X	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	X	
Understanding of governance within a Higher Education institution		X
Possess a positive attitude to work and ability to organise own workload	X	
Able to work as part of a team as well as under own initiative	X	
Commitment to the delivery of high standards of customer service	X	



Date Updated (& Initials): CB, May 2025

