



University of York Students' Union
Registered in England and Wales.
Charity Number: 1173404 Company Number: 10688097
Registered Office: The Student Centre, James College,
Newton Way, Heslington, York, YO10 5DD

E: enquiries@yusu.org
T: 01904 32 3724
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JOB DESCRIPTION

Job Title:	Sustainability Coordinator – 2 year fixed term
Reporting to:	Community Manager
Place of Work:	The Student Centre – University of York Students' Union (combination of office and home working)
Hours of Work:	35 hours per week

Job Overview

YUSU 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 YUSU'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 YUSU's elected officers to support them in representing student's views on environmental and social sustainability issues. The post holder will also administer YUSU'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 YUSU'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 YUSU's Sustainable Development Grant;



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- 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 YUSU Commercial Services, supporting them in their sustainability initiatives and environmental impact reporting;
- To work collaboratively with YUSU colleagues on flagship Union activity to consider and improve the environmental impact of these activities;
- To develop resources and guidance for YUSU 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 YUSU'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.

YUSU's Values and Behaviours

- To work with us, we expect our staff to uphold our core values and behaviours. 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



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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 principle role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job.
- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers' Fair, Student Balls and any other key events, including elections if necessary.
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- To uphold YUSU's environmental and sustainability aims, ensuring good practice is met.
- To abide by YUSU's constitutions and policies.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.
- **YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.**

Person Specification

Requirements	Essential	Desirable
Qualifications		
Literate and numerate to 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	



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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 and verbally and able to present confidently to an audience	X	
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, June 2024