



Change Agents UK

CAUK Reference: 2492

Sustainability Manager Job Description

Job Title:	Sustainability Manager
Location:	Dudley, UK
Employer:	Dudley College of Technology
Number of Positions:	1
Salary (per annum pro rata):	£44,000 - £48,000 per annum
Start Date:	ASAP
Contract:	Permanent

Job Snapshot

This is an exciting opportunity for a Sustainability Manager to join Dudley College of Technology to develop and implement the college's Sustainability Strategy. The Sustainability Manager will integrate sustainability principles across all areas of operations and curriculum, collaborating with stakeholders to advance environmental initiatives and drive positive behavioural change within Dudley College and beyond.

The Opportunity:

The Sustainability Manager will develop, implement, and monitor the college's Sustainability Strategy and action plan. Collaborating with various teams and departments, you will help embed sustainability into all areas of college operations. Change will be sought through a combination of quick wins and longer-term initiatives to reduce carbon emissions, promote sustainability and reduce costs.

Reporting to the Chief Finance Officer, you will be a member of the College Wider Management Team, with responsibility for embedding sustainability in the curriculum and driving sustainability performance across the college.

In addition to the role and its benefits you will be enrolled on to the Change Agents UK Sustainability Leadership Skills Programme and Carbon Literacy Training. You can benefit from networking with peers, 1:1 coaching to focus on your professional development and a series of workshops covering three key areas of study; growth & development, mindset for change, and engagement & impact.

About the Role:

The Sustainability Manager will oversee the implementation of the Sustainability Strategy and lead efforts to integrate sustainability throughout all aspects of campus life across a variety of key responsibilities:-

- Lead the college's Sustainability Strategy, including the delivery of associated targets and objectives.
- Lead on embedding sustainability within the curriculum, supporting teams to develop an exciting, contemporary offer that inspires students and staff to think and behave sustainably.

- Work closely with all stakeholders on strategic priorities including net zero, biodiversity, circularity, procurement and travel.
- Review existing college and sector policies, procedures and guidance to identify opportunities to improve the college's sustainability, including biodiversity, land management, energy, procurement, waste management, transport, construction and environmental techniques.
- Identify and adopt sector and industry standard targets, including developing and implementing appropriate reporting requirements and targets for sustainability and environmental issues.
- Promote and raise awareness, at all levels of the organisation, of the impact of emerging sustainability and environmental issues.

Specific Duties:

- To represent the college at sustainable and environmental stakeholder groups, overseeing and engaging with environmental and sustainability task and finish groups.
- To work with key external organisations to identify opportunities and funding in relation to engaging students and curriculum teams with sustainability practices.
- Work with the college's marketing team to coordinate press and promotional initiatives, including managing and developing the college's sustainability section on the website and wider communications.
- To set up, support and co-ordinate working groups such as the 'Green Ambassadors' to support and promote the embedding of sustainability within the curriculum.
- To provide sustainability advice to curriculum and professional service teams.
- Conduct site assessments, monitor, analyse and produce reports on sustainability performance findings for internal and external stakeholders.
- Deliver climate and environment training to college staff and students.
- Stay informed about sustainability regulations and standards.
- Support tender submissions with sustainability expertise.
- Being a technical expert and promote innovation in a particular area of sustainability, such as waste, energy/carbon, water, responsible sourcing of materials, biodiversity etc.

Responsibilities for all Dudley College staff

- To perform services not only for the college but also for any subsidiary as required.
- To proactively identify personal and group training and developmental needs which support college objectives and to actively participate in the fulfilment of identified training and development needs.
- To take responsibility to ensure that all students are safe and feel safe in the college environment and to follow all safeguarding and prevent policies and procedures.
- To contribute promotional activities both inside and outside the college and to assist in the production of promotional and publicity materials as required.
- To operate at all times within both the spirit and the practice of the college Equal Opportunities policies.
- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards / unsafe practices or incidents as appropriate.
- To represent the college in the best light at all times.

- To maintain such records and undertake administrative duties as may be determined by the college.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive and Principal or line manager.

Person Specification

Essential:

1. Educated to Degree level (or equivalent qualification) in a relevant Environmental/Sustainability subject or have an equivalent level of work experience.
2. Experience of implementation and delivery of sustainability projects.
3. Knowledge of key technical aspects of sustainability, e.g. carbon footprints and management, biodiversity, climate change, social investment, reporting and metrics, policy and legislation.
4. Passion for championing environmental sustainability.
5. Excellent interpersonal skills to interact, engage, build and maintain relationships with a variety of stakeholders such as staff, students, internal and external contacts.
6. A conscientious organiser, able to manage time effectively.
7. The ability to use initiative and work autonomously without direct supervision.
8. Experience of working collaboratively as part of a team to deliver effective outcomes.
9. Proficiency with Microsoft Office applications such as Word, Excel and PowerPoint.
10. Willing to undergo an Enhanced DBS check - Must be suitable to work with young people and vulnerable adults.

Desirable:

1. Professionally qualified and hold a full membership of IEMA or CEnv (Chartered Environmentalist) or any other relevant professional body.
2. Practical experience of conducting on-site environmental audits and inspections or has completed environmental audit training.
3. Ability to effectively negotiate and influence others to create a carbon reduction culture.
4. Experience of analysing and interpreting data and compiling reports.
5. Full UK Driving Licence

How to apply

If you wish to apply for this role, please submit a **CV and short Covering Letter** explaining your motivation for applying and briefly addressing the essential criteria for the role (up to 500 words) via the Change Agents UK [Careers Page](#). We also ask you to complete an optional [Equality, Diversity & Inclusion Monitoring form](#); this does not form any part of the selection process but is used to help us monitor the effectiveness of our policy.

Application Deadline: 10am Monday 22nd April 2024

Telephone Interview: w/c 22nd April 2024

Interview Date: 6th May 2024

Anticipated Start Date: **ASAP**

You are welcome to get in touch with us with any questions before applying – please email us at applications@changeagents.org.uk or call us on 01572 723419.

Job offers will be subject to suitable right-to-work and reference checks and the successful applicant may be required to undergo a DBS check.

Change Agents UK is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people from all parts of the community, particularly where there is under-representation. If you need additional support to enable you to complete the application process, please contact us.

Information on placement terms can be found at www.changeagents.org.uk/information-employment-terms

About the Company:

Dudley College of Technology has come a long way since 1931 when £74,177 was invested in building a new college for the borough, on a site provided by Dudley Council. Now forming the Dudley Learning Quarter, and the Brierley Hill Learning Quarter the college has expanded across the borough and is one of the most successful further education colleges in the UK, providing a wide range of education and training programmes across the West Midlands, with inspirational facilities in which our students can access world-leading technology, we are at the forefront of Further Education. The college continues to invest in its learning environment to provide outstanding facilities to its students.

Our mission: Outstanding technical and professional learning which raises aspirations, develops skills and changes lives.

Dudley College of Technology operates a no smoking policy.

Change Agents UK:

Change Agents UK Trading Ltd works as a non-profit sustainability employment business and agency and is wholly owned by Change Agents UK Charity. Change Agents UK have worked in Sustainability education and employment for 25 years, supporting our partners to create superb opportunities in sustainability, delivering real impact and change and providing training and skills support for our Change Agents on placement.

Benefits:

Annual Leave: **35 Days Standard + 8 Bank Holidays + 5 Christmas Closure Days**

Pension Information: **Local Government Pension Scheme**

Appendix 1: Change Agents UK Trading Ltd Opportunity Details

Change Agents UK Trading Ltd is acting as an employment agency as defined under the Employment Agencies Act 1973. Should you have any queries or require any further information on this role or the services we provide please contact applications@changeagents.org.uk or call 01572 723419.

Placement Details	
CAUK Reference Number	2492
Placement job title:	Sustainability Manager
Start date of the placement:	ASAP
End date of the placement:	Permanent
Actual hours of work per week:	37
'Full time equivalent' hours per week:	37
Days and hours of work: Please detail normal hours and any variables or expected rotas / shift patterns.	Monday to Friday 9am – 5pm
Where applicable please provide details of any terms and conditions which would apply to the agency worker in relation to night work:	N/A
Probation period including any conditions:	9 months
Notice period:	3 months
Type of work:	Management
Location of work if different to Client's address:	N/A
Rest breaks and rest periods given to employees:	45 minute lunch break
Client's collective facilities available to the employee: E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms	Canteen and coffee shop, prayer rooms, counselling, toilet and shower facilities.
Any known health and safety risks and the steps the client has taken to reduce the risks:	None known but risk assessments will be completed.

Any experience training, qualifications or authorisation necessary or required by law or a professional body to do the role (if none, please state so):	The Right to Work in the UK
Does the position involve working with vulnerable people*:	Yes, Dudley College is a Further Education facility and an Enhanced DBS check will be required.
Pay and Benefits	
Salary (payable to a direct recruit or comparable employee): Please provide pay scales if available.	£44,000 - £48,000 per annum
Sick leave and pay:	Increasing scale with 6 months full pay and 6 months half pay as the maximum.
Mileage rate:	40p per mile up to 10,000 then 25 per mile over 10,000
Any other expenses payable:	Meal allowances paid if staying away from home
Bonuses or commission payable (if applicable include any qualifying criteria):	None
Overtime rates payable (if applicable include any qualifying criteria):	None
Any other remuneration:	Local Government Pension Scheme
Any other benefits:	No
Annual Leave	
Annual Leave entitlement and pay:	35 Days Standard + 8 Bank Holidays
Closure Days (if applicable, please specify dates):	5 Closure Days for Christmas