

Post Title	Sustainability and Environment Manager
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.
Responsible to	The Principal through the Director of 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.
Remuneration	SFCA Support Staff pay spine points 18 – 20 (£32,259 – £34,391 per annum)
Context	
Loreto Sixth Form College is one of the largest providers of A Levels in the country and was graded as Outstanding by OFSTED in January 2023. Sustainability is an increasingly key agenda for all organisations and is particularly key for publicly funded organisations to support the governments targets to achieve Net Zero by 2050. Supporting members of the Senior Management Team this role will lead on 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

General Responsibilities
<ul style="list-style-type: none"> • 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 chair the college’s Environment Group and to work closely with the student Environment Ambassadors, providing them with opportunities to build on their knowledge within this area. Coordinate and support them to lead on the annual college Environment Week. • 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. • 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 our external catering provider 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 <i>Laudato Si</i>. • 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.

<ul style="list-style-type: none"> 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.
Staff Development
<ul style="list-style-type: none"> To undertake relevant training by attending relevant internal and external courses including all compliance training events provided by the college, e.g. Safeguarding, Health and Safety, First Aid etc. To take part in the College's Appraisal Process.
Quality Assurance
<ul style="list-style-type: none"> 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.
Management of Resources
<ul style="list-style-type: none"> To contribute to the maintenance of an attractive working environment in the college office.
Communication
<ul style="list-style-type: none"> To ensure familiarity with the department's aims and objectives. To liaise with relevant external bodies as appropriate.
Marketing and Liaison
<ul style="list-style-type: none"> To contribute to the College liaison and marketing activities. To link with external agencies as appropriate.
Other
<ul style="list-style-type: none"> To support the aims and objectives of the College To attend meetings as appropriate To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract To review and maintain administrative procedures to ensure compliance with college procedures and adherence to data protection legislation This Job Description is subject to periodic review and amendment and is not exhaustive To act professionally, prudently, and in the interests of the organisation at all times 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)

Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Method of Assessment
Experience			
Experience in the delivery of climate change and/or environmental sustainability projects.	*		Application, Interview
Experience of analysing and interpreting data	*		Application, Interview

Experience of researching, evaluating and making recommendations.	*		Application, Interview
Experience of obtaining funding streams such as Salix funding		*	Application, Interview
Experience of working within an educational establishment.		*	Application, Interview
Membership of a recognized Sustainability or Environmental body (IEMA or similar)		*	Application, Interview
Skills and Knowledge			
Knowledge of climate change and environmental sustainability principles, as well as legislation, policy and good practice for these fields.	*		Application, Interview
Excellent organisational and administrative skills with the ability to prioritise and multitask	*		Application, Interview
Ability to manage own workload	*		Application, Interview
Ability to meet deadlines	*		Application, Interview
Excellent attention to detail	*		Application, Interview
Excellent interpersonal and communication skills, including being able to influence, persuade and present	*		Application, Interview
Strong written and verbal communication	*		Application, Interview
Computer literate	*		Application, Interview
Qualifications			
Level 3 qualification in Science or Environmental Science or equivalent	*		Application, Interview
Educated to degree level in Environmental Management of Environmental Science or equivalent or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.		*	Application, Interview
Attitude and Impact			
An unwavering passion for sustainability; committed, enthusiastic and looking to innovate in this field.	*		Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changing circumstances	*		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	*		Interview
Committed to equality and diversity	*		Interview
Personal			
Enhanced DBS Clearance*	*		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	*		Interview
<i>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.</i>			
<i>*this will follow an initial offer of employment</i>			