

Job Description

Job title SDG Hub Manager

Faculty/Directorate

Grade: G

Role profile: SMSA

Full time (37 hours per week)

Fixed term: Two Years

	Duties of the role
Overall purpose of the role	<p>The Sustainable Development Goal Hub Manager will be a key member of the United Nations Academic Impact SDG Hub team at DMU and is responsible for developing and delivering activities across a range of projects, and themes, working to support engagement in the United Nations Sustainable Development Goals (SDGs) through teaching, research and civic impact. The role involves overseeing the successful delivery of the SDG hub workplan and supporting a series of high-profile initiatives including the new £1.3m Climate Action Hub, UN Football for the Goals, Project Atefa and the CAPs Research Project. The role will ensure opportunities are promoted to current DMU staff, students, alumni, as well as partners and the local community. The role has a particular focus on SDG11 (Sustainable Cities and Communities) and the role-holder will manage specific activities that engage staff, students and partners in innovative teaching and research projects from initial proposal to delivery and evaluation towards this target and its interlinkages. The successful candidate will also help raise the profile of the SDGs and Sustainability at DMU to connect new audiences and networks to the work.</p>
Main duties and responsibilities	<p>Engagement:</p> <ul style="list-style-type: none"> • Help lead projects from start to finish as part of a small team, in a range of engagement areas including planning, delivery, gathering data measurement of impact, and stakeholder engagement. • Work with the Education for Sustainable Development academic lead, Trans-National Education team and DMU Sustainability Manager to support engagement in high-profile events including COPs, UN Days and other initiatives • Manage the promotion of opportunities to staff and students across DMU through various forms of engagement, including the development of marketing materials and utilising social media and other methods. • Support both community partners and DMU academics in identifying and shaping new learning and engagement opportunities across DMU and its satellite campuses and international partnerships. • The post holder will be required to deliver brief knowledge-share presentations to stakeholders and return any feedback and queries to the management team. • Oversee student and staff involvement in opportunities and ensure robust data collection and databasing for reporting including the Times Higher Impact Rankings and QS Rankings • Provide updates and progress reports as part of robust project management, as required by governance and oversight. • To represent Sustainability and SDGs at DMU to internal and external audiences. <p>Reporting:</p> <ul style="list-style-type: none"> • Monitor sustainability strategy activity to ensure broad representation, by collecting data from individual projects and events towards impact targets.

	Duties of the role
	<ul style="list-style-type: none">• Oversee contact and stakeholder databases, ensuring that information is accurate and up-to-date.• Provide accurate and timely information as required, including reports and basic statistical analyses. <p>General:</p> <ul style="list-style-type: none">• Hold relationships with internal and external stakeholders to facilitate the development and longevity of positive relationships between the Sustainability Strategy team, local and international networks and the wider university.• Oversee budgets effectively and undertake the administration of financial processes. This will include ensuring the timely processing of invoices, expenses, and procurement requests.• Update management on expenditure and provide reports as requested.• Act as a point of contact for queries, responding in a timely, polite, and professional manner at all times.• Perform any other duties commensurate with the job grade as reasonably required from time to time. <p>Equality:</p> <ul style="list-style-type: none">• Treat all DMU staff, students, contractors, and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity, and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. <p>Environmental:</p> <ul style="list-style-type: none">• The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within the area of responsibility, and actively contribute to the delivery of the DMU Environmental Policy.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training							
	Educated to Degree level, or equivalent experience.	X		X			X
	An additional qualification in a related area (i.e Project management)		X	X			X
	Knowledge of United Nations Sustainable Development Goals	X			X		
Previous Work Experience							
	Project management and successful delivery of a variety of projects and/or events	X		X	X		
	Experience in gathering, dealing with and evaluating data and strong analytical skills	X		X	X		
	Experience and the ability to work with internal and external stakeholders at all levels, up to senior management	X		X	X		
	Previous experience of managing a small team in an office environment	X		X	X		
	A proven record of working to and achieving agreed targets and outcomes	X		X	X		
	Experience in student/staff/community engagement		X	X	X		
	Previous experience of delivering events to a high standard	X			X		
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required							
	Experience of writing for a variety of audiences, including internal reports as well as a for a wider and mass audiences	X		X	X		
	Knowledge of diverse communities	X		X			

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Experience of Website content management systems		X	X	X		
	Experience of using varied social media platforms		X		X		
Additional Requirements	This role is subject to a DBS check, the level of DBS check will be determined at offer stage.	X		X			
	Working knowledge of use of Microsoft Word and Excel Spreadsheets	X			X		
	Ability to maintain confidentiality	X		X			
	Accuracy and attention to detail	X		X			
	Self-motivation and the ability to work to own initiative and high standards of delivery	X		X			

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**