

Job Description

Job title Sustainable Development Goal Hub Co-ordinator

Faculty/Directorate

Grade: D

Role profile: SMD2

Full time (37 hours per week)

Fixed term: Two Years

Duties of the role	
Overall purpose of the role	<p>The Sustainable Development Goal Coordinator will be a key member of the United Nations Academic Impact SDG Hub team at DMU and is responsible for planning and co-ordinating activities across a range of projects, and themes, working to support engagement in the United Nations Sustainable Development Goals (SDGs), at DMU. The post-holder will be responsible for helping to deliver 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 co-ordinating activities for the new 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 excellent administration of opportunities 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 support the hub manager in specific activities that engage staff, students and partners in innovative teaching and research projects from initial proposal to delivery and evaluation. 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 including alumni and local partners. The role-holder will coordinate and administrate specific activities that engage staff, students and partners in innovative teaching and research projects to help manage activity from initial proposal to delivery.</p>
Main duties and responsibilities	<p>Engagement:</p> <ul style="list-style-type: none"> • Co-ordinate projects from start to finish as part of a team, in a range of engagement areas including planning, delivery, gathering data measurement of impact, and stakeholder engagement. • Help organise and administrate the reporting of activities linked to the SDGs at DMU • Support the Education for Sustainable Development academic lead/Head of DMU Sustainability for engagement in project including datagathering and promotions, PR. • Help to create materials to promote opportunities to staff and students across DMU through various forms of engagement, including the development of marketing material (e.g. posters, flyers, etc.), emails, and utilising social media. • Support both community partners and DMU academics in identifying and shaping learning and engagement opportunities across the four DMU faculties, including volunteering. • On occasion, the post holder may 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 • Assist in the development of project plans

Duties of the role	
	<ul style="list-style-type: none"> • Work with the UNAI SDG Hub leadership to help create associated communications documents and reports, internal and external • Provide regular updates and progress reports as part of robust project management, as required by governance and oversight. • To represent Sustainability and SDGs at DMU Open Days. <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 to support the creation of impact evidence. • Administer 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. • Keep up-to-date records of all activities. <p>General:</p> <ul style="list-style-type: none"> • Liaise with internal and external stakeholders to facilitate the development and longevity of positive relationships with the wider university and local networks. • Monitor budgets effectively and undertake the administration of financial processes. This will include the processing of invoices, expenses, and procurement requests. • Update management on expenditure and provide reports as requested. • Act as the first 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> <p>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> <p>Environmental:</p> <p>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.</p>

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 (Project management, SDG Module in degree etc.)		X	X		X
Previous Work Experience						
	Project delivery and support in the coordination of a variety of projects and/ or events	X		X	X	
	Experience in liaising with a large variety of people with different demands and expectations		X	X	X	
	Experience in procurement and administration of financial data		X	X	X	
	Experience in maintaining a database of contacts and stakeholders		X	X	X	
	Experience of administrating meetings		X	X	X	
	A proven record of working to and achieving agreed targets and outcomes		X	X	X	
	Experience in student/staff/or community engagement		X	X	X	
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required	Ability to communicate effectively, both verbally and in writing, to a variety of stakeholders	X		X	X	X
	Knowledge of diverse communities	X		X		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	Evidence of strong project management skills with the ability to manage multiple activities and prioritise effectively	X	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**