

JOB DESCRIPTION	
Job title:	Project Officer - Green Gown Awards
Role purpose:	Leading and delivering the Green Gown Awards
Salary grade:	Grade 5 (£28,081 - £30,505) plus 12.5% employer pension contribution
Location:	Home-based within the UK with limited UK travel including some overnight stays
Contract:	Permanent 37 hours a week - 0.8 FTE, 0.9 FTE and flexible working patterns can be considered
Line manager:	Sustainability Programmes Manager
Direct reports:	None
Benefits:	12.5% employer pension contribution Employee assistance programme Homeworkers' allowance 24 days' annual holiday (with possible extension scheme), plus bank holidays and Christmas closure Cycle to Work scheme Where needed, home-office equipment
Date last updated:	October 2024

Role summary

We're looking for an organised and proactive project officer who's able to lead and deliver one of our flagship programmes, the Green Gown Awards, in the UK & Ireland and internationally. The [Green Gown Awards](#) are an annual award scheme that recognise exceptional sustainability initiatives undertaken by the world's universities and colleges. They are run by the [Environmental Association for Universities and Colleges \(EAUC\)](#) alongside other partners. It's an exciting time for the Green Gown Awards – we're celebrating our 20th anniversary in the UK & Ireland and 10th anniversary globally.

You'll manage all aspects of the awards programme to maintain and increase its reach, quality, accessibility and impact. This will include running the day-to-day administration of the awards, ensuring that our processes are fit-for-purpose. We are also looking for someone with fantastic people skills who can effectively coordinate our work with a wide range of partners and sponsors to ensure that the awards meet our joint objectives.

You'll be able to create high quality, accessible and impactful communications which help us achieve our goals and provide an excellent experience for our applicants and wider stakeholders. You will also bring your creativity and strategic thinking skills to growing the awards programme further and spotting new opportunities. A key part of this will be proactively planning a package of communications and events that bring visibility to the awards through the year and showcase the wealth of stories and case studies from applicants.

You will be flexible, self-led, able to work remotely and happy to work with colleagues to support wider organisation activities and targets. Our work is rarely linear so you'll also be comfortable in rapidly evolving and dynamic environments.

Main duties and responsibilities

1. Coordinating and delivering all aspects of the Green Gown Awards programme, including running the day-to-day administration involved in the application and judging processes
2. Develop and generate income generation for the awards through a variety of channels and delivering to budgets for the programme
3. Managing the steering groups that oversee the awards
4. Overseeing the event management of award ceremonies
5. Leading on webinars and other events to improve engagement and dissemination of the winners and finalists
6. Creating and delivering high quality communications and content and maintaining the programme's digital presence.
7. Supporting our wider team to ensure wide dissemination and reach of the awards
8. Developing and managing efficient data collection, using evidence to help monitor and evaluate the reach, engagement and impact of the awards
9. Building and developing relationships with key stakeholders, including our members, partners and sponsors

As with all EAUC staff, the role holder is expected to:

- centre equity, diversity and inclusion in your work and that of your team in order to foster culture change
- role model our desired organisational brand, values and behaviours
- ensure that EAUC is a beacon of effective organisational and sustainability practice for our membership and wider network
- undertake any other duties and responsibilities, commensurate with the grade of the post as directed by the line manager, to collaboratively support the organisation and colleagues to achieve shared goals
- actively engage in individual and team professional development activities
- carry out the responsibilities of this role in a resource efficient manner
- adhere to EAUC policies and practices, and actively support and promote the EAUC vision, mission and strategy.

This job description is a guide to the work the post holder will initially be required to undertake. It is expected that the job description will be reviewed regularly by the post holder and their manager and therefore may be changed from time to time to meet changing circumstances.

Personal specification

Essential elements should be demonstrated before appointment and maintained in post. Desirable elements can be developed and maintained once in post as needed.

Attribute	Essential	Desirable
Qualifications and knowledge	1. At least three years' relevant experience, in overseeing awards or projects or programmes	1. Knowledge of the tertiary education sector
Skills and Experience	1. A demonstrable track record of end-to-end delivery of high quality, impactful projects, awards, events, programmes 2. Effective organisation and administration skills, with attention to detail and coordination of processes from conception to completion 3. Project management skills, delivering objectives on time and within budget 4. Experience in identifying and building productive relationships with a range of stakeholders, including partners and sponsors or funders 5. Experience in creating, adapting and delivering written and digital communications for different audiences, particularly for the web and social media 6. Strong verbal communication and presentation skills, with the ability to motivate, enthuse and empower others 7. Strong experience of planning and delivering successful events and meetings 8. Strong experience in data driven analysis of impact and reach, and using this to inform future strategies	1. Experience of embedding and enhancing equity, diversity and inclusion practices 2. Experience in critical thinking and assessment 3. Experience in using design software to create and edit materials in line with an organisation's and/or project brand guidelines
Attributes	1. Strong inter-personal skills, with the ability to establish and maintain effective working relationships with colleagues, members and other stakeholders with diplomacy and discretion. 2. Ability to work on own initiative with minimum supervision 3. Willingness to be flexible and adapt to changing priorities	1. Keen interest in sustainability and/or education 2. Commitment to EAUC value's

	<p>4. A positive outlook and a professional manner</p> <p>5. Proactive and creative 'can do' approach to problem solving</p>	
Circumstances	<p>1. The right to work in the UK</p> <p>2. Willing and able to travel occasionally within the UK</p>	

Our approach to equity, diversity and inclusion (EDI)

We are committed to a programme of activity focused on both enhancing our own performance as an organisation and identifying opportunities to support the tertiary education's own EDI work. You can find out more about our EDI work and progress on [our website](#).

Part of this work is encouraging and enabling greater diversity across our staff, trustees, volunteers and partners. We welcome applications from individuals from a diverse range of backgrounds, age, disability, ethnicity, gender, race, religion and sexual orientation.

We are a [Disability Confidence Committed](#) organisation and committed to fair work and pay.

We recognise that candidates from Black, Asian and Minoritised-Ethnic backgrounds and disabled people are under-represented in our organisation, and that there are often additional barriers present for people from these groups when applying for roles in the charity sector and beyond.

We are committed to taking positive action to expand the diversity of our staff team, and if you meet the minimum criteria for a role (100% of the essential experience criteria in the person specification) and are from a BAME background and/or disabled, you'll be guaranteed an interview. It is important to note that this scheme guarantees an interview for candidates who meet the minimum criteria and tell us that they'd like to be considered under the scheme – it is an opt-in rather than automatic scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

We want to provide an inclusive experience for all those who want to apply for a role with us and to remove any barriers in our recruitment processes. For example, if you have difficulty applying online, we can send a paper application pack or support in other ways such as telephone or video call. For video calls, we can make use of closed-captioned subtitling. Please contact us to discuss your needs.

We operate an anonymised recruitment process. All identifying details including those relating to protected characteristics are removed by a different member of staff to those that are part of the shortlisting process until you're invited to interview at which stage your name will also be shared. If you have opted-in to our positive action scheme, your CV and covering letter will be shared with the interview panel without it being anonymised first. We use equal opportunity forms in our recruitment process to monitor our success in being accessible to all.

About us

EAUC is the leading body for sustainability in the post-16 education sector in the UK and Republic of Ireland. We've been promoting sustainability in post-16 education for over 20 years. Primarily a membership body, we serve 300 organisations whilst also working to change systems that enable sustainability action.

We're both a charity and a company limited by guarantee and are always not-for-profit.

Our vision

A post-16 education system that creates a world with sustainability at its heart.

Our purpose

We exist to lead and empower the post-16 education sector to embed sustainability in everything it does. We promote holistic whole organisation approaches where leadership and governance, estates and operations, teaching and learning and collaborations are all actively driving sustainability so that we're equipping learners for their lives, being responsible organisations and shaping society for the better.

We do this by:

- Supporting our members to create meaningful sustainability change
- Convening our network to generate solutions to shared challenges
- Creating systems change to establish a more enabling environment for sustainability action.

Our goals for 2030

We know our organisation is built on solid foundations, but we need to increase the scale and pace at which we work. We want to be more ambitious and more impactful, unleashing our potential as a catalyst of transformational change across our sector. By 2030:

1. Our members will be achieving their ambitious sustainability goals
2. All publicly funded post-16 education organisations in the UK and the ROI will be engaged through our work
3. We will provide unparalleled expertise on sustainability in post-16 education
4. The systems and frameworks which shape post-16 education will promote and embed sustainability action

Our values

We are first and foremost values led. Our values set out what you can expect from us, and what we expect from those we work with.

- Collaborative - We foster communities, connect people and work smartly with other organisations.
- Integrity - We are an 'honest broker' of expertise and share not just our successes but lessons learned.
- Ambitious - We focus on impact, stimulating innovation and driving progress across the sector. We strive for excellence.
- Inclusive - We centre equity, diversity and inclusion in everything we do.
- Empowering - We build capacity and expertise.

We want our people to succeed both in work and life. To support this we promote a healthy, productive and flexible working environment that respects work-life balance. We are a fully home-based organisation and we work hard to make sure our staff are well connected to one another, to our members and to the sector.

The Green Gown Awards recognise the exceptional sustainability initiatives being undertaken by universities and colleges across the world. The Awards are one of our key flagship programmes. We run them in the UK and Ireland and globally as well as working with partners in Australasia. You can find out more about the Awards at www.greengownawards.org.

www.eauc.org.uk