1. Purpose

Environment and Energy Coordinators are a network of staff volunteers who provide a local focus point for environmental and energy issues and encourage their colleagues to make small changes to everyday work practices that will collectively make a difference across the University. The main purpose of this network is to support the implementation of the University’s Environmental Policy by increasing environmental awareness and action at departmental level and promoting the adoption of positive environmental behaviours within the workplace.

The existing Energy Champion and Department Environmental Coordinator networks are being bought together to create a new network with a clearly defined purpose and which is appropriately supported with resources from within the Environment and Energy Section.

2. Role description

The responsibilities of an Environment and Energy Coordinator may include the following within their department:

- Helping to raise environmental awareness, facilitating action and encouraging the adoption of positive environmental behaviours amongst colleagues;
- Promoting and driving changes to departmental policies and practices that will reduce environmental impacts;
- Encouraging the department to participate in University wide environmental initiatives, for example, Green Impact and Switch Off Week;
- Acting as a principle contact for staff and students with regards to environmental issues and bringing questions, suggestions and concerns to the Environment and Energy Section;
- Distributing environmental information and advice such as emails, posters and other communications;
- Acting as a point of contact in providing advice to staff, including new starters on sound environmental practices and policies;
- Assisting the Environment and Energy Section in the collation of information and data;
- Acting as a point of contact for the Environment and Energy Section in case of operational environmental issues and assisting with identifying appropriate contacts;
- Being an active participant in a network of Environmental Champions seeking advice and sharing ideas and information.

3. Support

As an Environment and Energy Coordinator you will be part of an active network who will share knowledge and best practice. On-going support and assistance will be provided to the network by the Environment and Energy Section. This will include:

- Provision of physical resources such as posters and stickers;
- Information for dissemination such as Greenlines, the University’s sustainability newsletter;
- A weekly digest informing you of useful information and events;
- Organisation of workshops, meetings and ‘site-tours’ to enable the sharing of ideas, practices and information;
• Green Impact - a framework to promote staff engagement and environmental improvements within departments;
• Advice and guidance on how to implement new environmental practices within your workplace;
• Answers to questions or queries from you or colleagues;
• Provision of data and statistics;
• Individual training opportunities - this will initially be in the form of environmental awareness workshops where environmental issues relating to the University's activities are highlighted, as well as how these can be reduced. If there is demand, we will look to provide other training, for example, on assertive communication, communicating sustainability and behaviour change;
• Support with delivering environmental training (such as environmental inductions) within your department;
• Support to undertake an energy survey of your building and potential funding for a variety of energy saving measures;
• Access to the Environmental Association of Universities and Colleges (EAUC), the sector wide body for sustainability in higher education. The EAUC provides training and access to an online resource bank of guidance, case studies and best practice.

4. Who are we looking for?

• Someone with an interest in becoming an Environment and Energy Coordinator. Specialist knowledge of environmental issues is not essential but individuals should be willing and interested to undertake the role.
• The individual will ideally have around 2-4 hours per month to commit to the role. However, the role can be performed successfully with less or more time.
• It would help for the individual to have initiative, the ability to think creatively, have credibility with peers, a positive outlook and the ability to influence others.
• Interested persons may include Building Managers, Departmental Administrators, Health and Safety Officers or anyone else with an interest.

5. Operational requirements

• Ideally, each Department/ Institute will have at least one Coordinator and large departments may wish to have more than one. Those with more than one Coordinator will have a primary Coordinator who will liaise with the other Coordinator and coordinate activity;
• The Environment and Energy Coordinator should have the full support and commitment from Senior Management within their respective School/ Department;
• The Environment and Energy Coordinator should be allowed time to fulfil the role, taking into account the need to balance this role with the requirements of their 'day-job'.