



Job Description

Title: Sustainability Project Coordinator

Reporting to: Rise Team Leader

Duration: Full time Fellowship commencing August 2018 – August 2019

Key Responsibilities

1. Coordinate sustainability activities (environmental, health & safety, and community) at the RDS and communicate these activities to various stakeholders.
2. Support the implementation of ISO20121 (Sustainability in Events) and the maintenance of ISO50001 (Energy Management) standards.
3. Schedule, participate in, and take minutes of the monthly sustainability team meetings.
4. Coordinate the sharing of agreed initiatives and actions across the organisation.
5. Review monthly KPI's and EnPI's (energy) with the team.
6. Record corrective and preventive actions and assist in following up on closing off these actions.
7. Work with stakeholders to maintain ISO documents and records in appropriate RDS folders.
8. Maintain, track and update ROO (opportunities) and other initiatives on Energy Management System (EMS).
9. Carry out internal audits for both ISO systems.
10. Present updates to management for annual review, including internal audit and certification management updates.
11. Participate in any other RDS projects, events, activities or duties as directed by the Team Leader and/or Chief Executive.

Person Specification

Personal Attributes:

- A highly conscientious, organised and motivated individual with excellent attention to detail;
- Possess a methodical and flexible approach to work and enjoys working with others, as well as on his/her own;
- Good communicator with the ability to prioritise and complete tasks in an efficient and methodical manner.

Qualifications and Experience:

- Currently studying (3RD year work placement) or a recent graduate/post graduate with an affinity to one of the sustainability activities – environmental, health & safety and community. May have covered a sustainability module as part of the studies.
- Strong knowledge or interest in any of the three sustainability activities.

Skills:

- Excellent communication and interpersonal skills;
- Strong administrative and organisational skills;
- Proficient in Microsoft Office 2010.