

## Eco-Coordinator Role Description

The Eco-Coordinator facilitates the Eco-Schools programme within the school.

The role will include the following actions:

- Coordinate the creation of an Eco-Committee each academic year.
- Facilitate Eco-Committee meetings (minimum once per half term).
- Oversee the implementation of the Eco-Schools process methodology including:
  - Conducting an annual environmental review of the school
  - Creating an action plan
  - Implementing the monitoring of actions
  - Evaluating the impacts of actions
  - Creating or reviewing an Eco Code for the school
  - Recording evidence of actions undertaken
- Facilitate communication with various members of school community (teaching staff, office staff, site management, parents etc.) and coordinate involvement where applicable.
- Collate evidence highlighting the application of the Eco-Schools seven step process within school.
- Complete online application for Eco-Schools Green Flag award (every two years).
- Optional attendance at Eco-Schools training events.
- Correspond with the Eco-Schools Wales teams as appropriate.
- Although the Eco-Schools Coordinator acts as the point of contact for setting up and maintaining the Eco-Schools programme at the school, there is a requirement for members of the senior management team and other members of staff to engage with the Eco-Schools programme and provide a network of support for its long-term success.

