

P&F Sustainability Coordinator

Role Purpose

The Parents & Friends (P&F) group plays a vital role in our School community, with our primary goal to create and nurture opportunities for parents to build meaningful connections and lasting friendships. The Sustainability Coordinator supports this mission by providing guidance on environmentally responsible practices, championing recycling and reuse initiatives, and helping embed sustainability into P&F activities and communications. The role ensures the P&F continues to model and promote sustainable choices that benefit families and the School community.

Sustainability Leadership & Advice

- Working within the School's Sustainability Framework and in partnership with the School, provide advice to the P&F Committee on sustainability considerations for events, initiatives, and operational decisions.
- Offer guidance on recycling and reuse programs, including second hand uniforms, books, and other items promoted through P&F channels.
- identify opportunities to reduce waste, improve processes, and encourage environmentally responsible behaviours across the P&F.

Initiative Support & Collaboration

- Support the P&F Shop and book recycling initiatives by advising on best practice, communication, and community engagement.
- Work collaboratively with Committee Members and Parent Reps to ensure sustainability is considered in planning and delivery of P&F activities.
- Provide input into School sustainability initiatives when invited, representing the P&F perspective and parent community interests.

Communication & Community Engagement

- Share a monthly sustainability tip at each P&F meeting, offering practical, accessible ideas for families and volunteers.
- Share monthly tip with the School's Marketing team to promote through the School's social channels.
- Support the promotion of recycling and reuse initiatives through P&F communication channels.

Key Attributes

- Passion for sustainability and practical environmental solutions.
- Strong communication skills with an encouraging, community focused approach.
- Ability to provide clear, actionable advice.
- Collaborative mindset and willingness to support multiple P&F initiatives.
- Commitment to Mentone Grammar's Values and the P&F Mission.