**Candidate Information**

**Environmental Sustainability Project Manager**

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| **Salary:** | Grade J: £43,132 per annum pro rata |
| **Hours:** | Full time hours are 37.5 hours per week  This job can be considered for full time or part time, from 20 hours per week. We are very happy to discuss working hours to suit individual circumstances. This role is particularly suitable for compressed hours. |
| **Contract:** | Fixed term until 31st March 2023 |
| **Disclosure:** | Enhanced DBS is not required. |
| **Base:** | Home based (anywhere in the UK) |
| **Travel:** | This role will involve some travel to Sustrans hubs and project sites across the UK. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

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| **Where this role sits in the structure:**  Reporting into the Director of Commercial & Business Services.  This role does not have direct line management responsibility.  Internal relationships: Working across Sustrans departments, with a particular focus on areas that have the biggest impact on the environment. CEO, Executive Team and Board of Trustees.  External relationships: Engaging with industry best practice organisations; solution vendors; Sustrans’ partners, and the communities we serve. |

**Job Description - About the Role**

**Overview**

Sustainability is engrained in Sustrans vision and mission. This role has been created to Ensure that Sustrans has a net positive impact on the environment in which we operate This includes developing a net positive strategy; selecting a fit-for-purpose methodology for baselining our environmental impact; prioritising activities where Sustrans can have the biggest impact; implementing those activities where feasibility; and embedding a net positive framework and culture across the organisation. It’s important to mention that Sustrans takes a holistic approach to environmental sustainability with a particular focus on areas such as climate change; biodiversity; and integration with our strategy and the programmes that we deliver with local communities.

The successful candidate will be strategically focused, have proven transformational experience vis-à-vis environmental impact, strong interpersonal skills and be passionate about active travel and sustainability.

**Key Responsibilities**

1. Identify a fit-for-purpose methodology for baselining Sustrans environmental impact.
2. Complete a baseline assessment of Sustrans environmental Impact
3. Develop a net positive strategy for Sustrans
4. Agree KPIs and associated targets where appropriate
5. Prioritise activities where Sustrans can have the biggest environmental impact
6. Develop work plan for implementing these activities
7. Provide technical support to business units who are jointly accountable for delivering the work plan.
8. Develop and implement an efficient and effective framework to ensure that *net positive* is embedded into Sustrans operating model. Framework to include effective systems, controls, reporting and governance mechanisms.
9. Develop and embed *net positive* culture

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Recent and relevant experience of successfully leading a sustainability function or programme of work within a large and complex organisation | ✓ | ✓ |
| Worked with senior leadership and a diversity of internal and external stakeholders to deliver transformational change at an organisational level | ✓ | ✓ |
| **Skills and Abilities** |  |  |
| Excellent leadership skills. | ✓ | ✓ |
| Excellent communication, negotiating and influencing. Experience of building effective relationships and working collaboratively within a matrix structure. | ✓ | ✓ |
| Strategic thinker with ability to prioritise and implement | ✓ | ✓ |
| Strong analytical and problem solving skills | ✓ | ✓ |
| Ability to present technical problems and opportunities to non-technical audiences in a clear and constructive way. |  | ✓ |
| **Specific qualifications/ training required** |  |  |
| Degree or equivalent qualification in fields relevant to Sustainability, Environmental Science or a related discipline | ✓ |  |
| Membership of a relevant professional body or organisation (Desirable, not Essential) |  |  |
| Project management qualification (Desirable, not Essential) |  |  |
| **Specific knowledge required** |  |  |
| Significant knowledge of environmental sustainability and net positive principles | ✓ | ✓ |
| Knowledge and practical application of project management principles | ✓ | ✓ |
| **Other** |  |  |
| Passion for active travel and Sustrans’ vision. | ✓ | ✓ |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.