



<b>Title:</b>	Associate Director
<b>Department:</b>	Sustainable Business
<b>Grade:</b>	Senior Programme Manager
<b>Salary:</b>	£75,000 - £79,000 subject to experience
<b>Contract:</b>	12-month fixed contract – Maternity cover
<b>Hours:</b>	37.5 (5 days/week)

### **Role Profile**

#### Purpose

Bioregional's award-winning Sustainable Business team supports clients to develop innovative and practical solutions that enable them to transition to a net-zero carbon, nature positive and sustainable future.

The projects delivered by the team sit at the forefront of sustainability for businesses and organisations, we support our partners to understand their challenges and develop strategies and solutions that address them.

We are looking for an experienced commercial and highly personable Associate Director, to play a key role in leading our growing team of highly skilled and technical sustainability professionals. The varied role combines client-facing project delivery and business development, as well as team management and staff development.

#### Scope

You will manage between five and seven strategic client relationships, taking responsibility for the delivery of high-quality outputs in the areas of:

- Creating and implementing sustainability strategies and action plans,
- Sustainability monitoring and reporting including GHG accounting,
- Oversight of corporate sustainability reporting.

This role will directly supervise the delivery of colleagues' work across a varied portfolio of projects, ranging from retail, food and beverage to commercial property. You will inspire our ambitious junior consultants, helping them to deliver high-quality outputs and to develop their skills and careers.

You will also contribute to Bioregional's growth and impact by developing relationships with new clients, helping to win new projects and develop our service offering in line with the strategic objectives of the team and aligned to Bioregional's purpose, to enable One Planet Living.

The role will involve occasional UK-based travel.

### Seniority

You will work as a senior team member and project director across our Sustainable Business Team. You will work closely with, and be line managed by, the Director of Sustainable Business, and will occasionally be required to deputise for them; ultimately, you will be a direct line manager of two to three members of staff.

### Skills and attributes

As a senior point of contact for high-profile clients you will be professional, friendly, and able to think on your feet. You will possess good presentation and communication skills and have a proven track record of building and managing stakeholder relationships, with a minimum of five to seven years working in a consultancy in a relevant sustainability field.

You will have the ability to undertake and oversee complex research and technical deliverables, being numerate, analytical, and organised.

As a team leader, you will be able to generate ideas, inspire and develop colleagues, guide the operational delivery of the team, and oversee the production of high-quality work. You will work closely with the Director of Sustainable Business, the Technical Lead, and the Business Development Lead to shape and drive the Sustainable Business Team's strategy forward and make key decisions on the department's direction and operations.

You will have a strong belief in the urgent need for transformative solutions to the climate and ecological emergency and be committed to creating and implementing these solutions through your professional work.

## **Duties and Key Responsibilities**

<p><b><u>Project delivery</u></b></p> <ul style="list-style-type: none"><li>• Act as project director across seven to nine projects at any one time, which entails overseeing and supporting on quality assurance, budgeting, client relationships, team resourcing, and performance. Ensuring efficiencies and quality across projects, end to end.</li><li>• Oversee the management of key relationships with clients and partners, anticipate potential problems and set out mitigation strategies early.</li></ul>	40%
<p><b><u>Business development</u></b></p> <ul style="list-style-type: none"><li>• Work with the Director of Sustainable Business and Business Development Lead on a regular basis to identify and pursue strategic partnerships in key impact areas and deliver the business development strategy.</li><li>• Create and maintain relationships with a professional network of current and prospective clients.</li></ul>	30%

<ul style="list-style-type: none"> <li>• Oversee the delivery of proposals/bids within tight response timeframes, with responsibility for content, costings and methodology.</li> <li>• Maintain strong client relationships with around five to seven key clients, ensuring services meet their needs, and identifying future project and collaboration opportunities.</li> <li>• Represent Bioregional at events and deliver thought-leadership materials for external audiences.</li> </ul>	
<p><b><u>Team and line management</u></b></p> <ul style="list-style-type: none"> <li>• Accountable to and supported by the Director of Sustainable Business for: <ul style="list-style-type: none"> <li>○ <u>Resource management</u> - Ensuring the delivery team is motivated, productive, and appropriately allocated to work streams according to capacity, skill base and experience, and receiving sufficient support from project and line managers, and the organisation more widely.</li> <li>○ <u>Performance management</u> - Provide senior support to line managers on matters of performance of individual members of staff and supporting on addressing performance issues when necessary.</li> <li>○ <u>Financial management</u> - Responsible for overseeing and reviewing departmental profit and loss on a monthly basis, including project profitability and holding individual PMs to account and providing support where required.</li> </ul> </li> <li>• Line management of two or three staff members.</li> </ul>	20%
<p><b><u>Personal and professional development (11 FTE training days)</u></b></p> <ul style="list-style-type: none"> <li>• Undertake appropriate CPD to maintain knowledge and skills,</li> <li>• Attend internal seminars, including those on Bioregional projects and those with invited speakers.</li> <li>• Contribute to developing organisation skills, including staff management and team working.</li> <li>• Keep up to speed on the latest trends in sustainability and market trends.</li> </ul>	5%
<p><b><u>Organisation Administration</u></b></p> <ul style="list-style-type: none"> <li>• Maintain a half-hourly timesheet each month.</li> <li>• Keep up to date with Bioregional policy and communications.</li> <li>• Take part in team activities.</li> </ul>	5%
	100%

## Skills and experience

We acknowledge that no one will ever meet all the requirements for a role, so if you think this role is right for you then we would love to hear from you regardless of whether you meet all the criteria below.

Criteria	Desired	Pluses
<b>1. Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Proven project and programme management skills and experience.</li> <li>• Strong team management skills</li> <li>• Commercial, with strong financial acumen.</li> <li>• Ability to work under pressure and meet deadlines independently and as a team leader.</li> <li>• Clear communicator – comfortable with presenting to senior audiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with CRM and/or digital Project Management Systems (e.g. CMAP).</li> </ul>
<b>2. Knowledge</b>	<p>Understanding and experience of the corporate sustainability space, including the following areas:</p> <ul style="list-style-type: none"> <li>• Sustainability strategies and reporting frameworks (CSRD, GRI, TCFD, ISSB, SASB etc.)</li> <li>• Carbon accounting and net zero (GHG Protocol, ISO 14064, SBTi)</li> <li>• Circular economy and products</li> </ul>	<p>Understanding and experience in some of the following:</p> <ul style="list-style-type: none"> <li>• Strategies for increasing staff engagement on sustainability</li> <li>• C-suite engagement and/or communicating the business case for sustainability to key decision makers</li> <li>• The retail or asset management sectors.</li> </ul>
<b>3. Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience and achievements in this sector at a senior management level.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified in specific skill sets such as corporate reporting, carbon foot-printing, staff engagement, or behaviour change.</li> </ul>
<b>4. Experience</b>	<ul style="list-style-type: none"> <li>• Ten-plus years of relevant professional or academic experience. With a minimum of 5 years working in sustainability</li> <li>• Line management and team leadership experience.</li> <li>• Experience of being accountable for a department/team’s financial performance.</li> <li>• Evidence of successful business development.</li> <li>• Delivering engaging workshops, webinars and/or events on sustainability topics.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of improving efficiency, productivity and morale within a team setting.</li> <li>• Experience working in a professional client facing advisory services setting.</li> </ul>
<b>5. Other requirements</b>	<ul style="list-style-type: none"> <li>• Personal commitment to the environment and sustainable living.</li> <li>• Commitment to the aims and objectives of Bioregional.</li> </ul>	

