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|---------------------------|---|
| <b>Job Title:</b>         | Sustainable Business Senior Project Officer   |
| <b>Unit / Department:</b> | Project delivery team   |
| <b>Bioregional Grade:</b> | Senior Project Officer  |
| <b>Salary:</b>            | £29,000 - £32,000 p.a. depending on experience  |
| <b>Location:</b>          | Bioregional offices at BedZED eco-village in the London Borough of Sutton, Surrey. (Hackbridge station) |
| <b>Hours:</b>             | 37.5 (5 days/week)  |

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### ***JOB PROFILE***

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#### **Main purpose of the job**

We are seeking a bright, approachable, practical and business-friendly environmentalist to join a growing team of technical sustainability experts working with retailers, restaurants and other companies to develop and implement net zero and wider sustainability strategies. The range of projects includes the development of sustainable product offers; calculating corporate carbon footprints; setting science-based reduction targets; and developing bespoke sustainability strategies.

#### **Scope of job**

The candidate will be part of the delivery team and will work mainly on projects within our Sustainable Business team, working with major brands to develop and implement their net zero and sustainability strategies. A significant part of the role will be handling detailed performance data, and providing analysis and guidance on how to do better.

The wide range of tasks include:

- Calculating carbon footprints: checking primary company data to calculate emissions; developing methodologies for estimating emissions with little or no primary data available; analysing emission 'hotspots'.

- Science-based targets and net-zero strategies: researching carbon reduction solutions; modelling of company emissions to set science-based carbon reduction targets and make projections.
- Sustainability reporting: helping to develop and define KPIs and supporting guidance text on data collection, verification of data, and working with external auditors; analysing sustainability performance and reporting data; supporting with development of external reports.
- Supporting the development and implementation of sustainability action plans, environmental impact reduction strategies and business model innovation.
- Organising and administering meetings of key project stakeholders.

We are looking for someone who is flexible and will enjoy supporting a variety of work requirements. The role may involve occasional UK-based travel.

### **Dimensions and limits of authority**

You will work across our project delivery team and be line-managed by one of our project managers. You will be highly numerate, analytical and organised, able to work with minimal supervision and comfortable managing stakeholder relationships within specific areas of project delivery.

## ***DUTIES & KEY RESPONSIBILITIES***

|          | <b>%</b>  |            |
|----------|---|------------|
| <b>1</b> | <p><b><u>Project delivery</u></b><br/>Supporting project managers to deliver high quality projects and research. Specific activities may include:</p> <ul style="list-style-type: none"> <li>• Data analysis and managing spreadsheets.</li> <li>• Modelling of carbon emissions and other activity data e.g. energy.</li> <li>• Calculating company carbon footprints and management of large datasets.</li> <li>• Involvement in net zero carbon strategies and targets</li> <li>• Production of concise, accurate, well-researched and well-presented reports and other outputs to client briefs.</li> <li>• Attending client meetings and development of relationships with stakeholders in the programme areas involved in, and occasionally presenting results to clients.</li> <li>• Working with senior employees across a range of businesses.</li> <li>• Delivering tasks within specified time and budget.</li> <li>• Developing technical knowledge and expertise in environmental and social sustainability issues.</li> </ul> | <b>80%</b> |
| <b>2</b> | <p><b><u>Business development</u></b><br/>Supporting senior colleagues, under the direction of the Head of Sustainable Business, to develop our service offer and secure new projects. This may include:</p> <ul style="list-style-type: none"> <li>• Supporting the development of new opportunities and converting new opportunities with existing clients (where relevant), with support from senior colleagues.</li> <li>• Assisting senior colleagues to find new opportunities and progress leads.</li> <li>• Supporting the development of blogs and case studies for our website.</li> </ul>  | <b>10%</b> |
| <b>3</b> | <p><b><u>Knowledge management and continuous learning</u></b></p> <ul style="list-style-type: none"> <li>• Attending internal seminars and external training to develop technical knowledge and industry exposure.</li> <li>• Skills training as appropriate to role, which may include but not be limited to IT, project management and communications.</li> </ul>   | <b>5%</b>  |
| <b>4</b> | <p><b><u>Organisational management</u></b></p> <ul style="list-style-type: none"> <li>• Supporting the delivery of Bioregional’s own One Planet Action Plan.</li> <li>• Attending general meetings including project updates, team meetings and line management meetings.</li> <li>• Maintaining accurate and up to date timesheets.</li> </ul>   | <b>5%</b>  |

**PERSON SPECIFICATIONS**

| <b>Criteria</b>                    | <b>Essential</b>  | <b>Desirable</b>  |
|------------------------------------|---|---|
| <b>1. Skills/abilities</b>         | <ul style="list-style-type: none"> <li>• Well organised, practical, business-like and approachable</li> <li>• Excellent data handling, with a track-record for handling large and/or complicated datasets</li> <li>• Advanced Excel skills and spreadsheet management</li> <li>• Competence with a range of software packages, in particular Microsoft Word</li> <li>• Strong written and verbal communication skills</li> <li>• An enthusiastic, professional and corporate approach</li> <li>• Self-motivated with flexible attitude and ability to manage own time, including priority-setting, multi-tasking and problem-solving</li> <li>• Flexible and able to work on a range of projects and grasp new subject areas quickly</li> <li>• An enthusiasm and commitment to further develop knowledge in the field of sustainability</li> </ul> | <ul style="list-style-type: none"> <li>• Good executive presence and strong presentation/public speaking skills</li> <li>• Advanced writing skills, with strong editing and proofreading skills</li> </ul>  |
| <b>2. Knowledge and experience</b> | <ul style="list-style-type: none"> <li>• A minimum of two years' relevant work experience, including relevant work experience in e.g. carbon footprinting, setting science-based targets, net-zero and sustainability strategies.</li> <li>• Good knowledge of the sustainability sector and corporate carbon strategies</li> <li>• Experience in carbon footprinting, calculating emissions from primary data, making estimations and carbon modelling</li> <li>• Knowledge of basic carbon reduction solutions companies can implement</li> <li>• Good knowledge of the processes involved in creating net-zero carbon strategies and setting science-based targets</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of circular economy and alternative business models</li> <li>• Experience in creating net-zero carbon strategies and/or setting science-based targets</li> <li>• Experience of delivering effective behaviour change and staff engagement</li> </ul> |
| <b>3. Education</b>                | <ul style="list-style-type: none"> <li>• Educated to degree level (preferably in a related discipline like environmental science, geography, engineering or equivalent) or with relevant work experience</li> </ul>   | <ul style="list-style-type: none"> <li>• Masters degree in a relevant technical/sustainability subject</li> <li>• Membership at relevant professional body, e.g. IEMA</li> </ul>  |
| <b>4. Other requirements</b>       | <ul style="list-style-type: none"> <li>• Personal commitment to sustainability</li> <li>• Commitment to the aims and objectives of Bioregional</li> </ul>   |   |