**Sustainability Consultant Job Description**

# TITLE: Sustainability Consultant

**RESPONSIBLE TO: Team Manager – Sustainable Business Services (SBS)**

**Job Summary:** To provide impartial technical support to a range of clients including environmental audits and reviews, carbon foot printing, environmental training, legal compliance, Carbon Charter (accreditation scheme) assessments and the development of sustainability and carbon management strategies.

# Place and Hours Based at a Groundwork office with some home working the post holder will be expected to

# of WorK work on projects predominately in Suffolk, Norfolk and Essex, the wider East region and

#  federation as required.

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# Main Duties and Responsibilities

1. Deliver in person and remote sustainability support to businesses, schools, voluntary and community sector organisations, government organisations and individuals.
2. Present this support in relevant intervention templates tailoring them to the clients’ needs and

provide follow up support as required.

1. Prioritise and manage a varied workload, ensuring all projects are well managed, remain within budget, outputs are achieved and milestones met, through efficient project management.
2. Research new technologies and processes to help build the team’s delivery knowledge.
3. Promote Groundwork through public presentations, exhibitions and other relevant fora.
4. Create and develop networks and formal relationships with selected clients to provide case studies and exemplar projects for wider promotion through websites and newsletters.
5. To undertake qualitative review of other consultants’ work produced across the project portfolio, ensuring accurate and high-quality standard of work.
6. To work with colleagues within the Sustainable Business team to identify and overcome any obstacles to the work and opportunities to add value or improve the delivery of project objectives.
7. To maintain project management procedures (in particular, client monitoring and reporting systems, timesheets, online diaries, project forms and up to date files) for all projects.

Other Responsibilities:

1. To positively represent Groundwork at partner organisation meetings and produce written reports as appropriate.
2. To build lasting formal relationships with project funders.
3. To ensure compliance with the Trust’s policies/procedures and with insurance and statutory

requirements, particularly Health & Safety, the Children’s Act, Equal Opportunities and GDPR.

1. To undertake other related tasks commensurate with the evolving objectives and responsibilities of the post, as may be reasonably requested by the employer.

Personal Development and Training:

1. To attend regular team meetings and supervision with Line Manager.
2. To undertake training and development as agreed with Line Manager.
3. To be a positive force within the staff team taking personal responsibility for positive work relations.

**Sustainability Consultant - Person Specification**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Experience** | * Experience in environmental field
* Project delivery relating to sustainability
* Team working
* Effective management of work priorities
 | * Developing new projects
* Marketing and publicity
 | Application form/interview |
| **Qualifications** |  | * IEMA membership
* Degree or similar in environmental field
* A valid driving licence
 | Application form. Proof of qualifications required later stage. |
| **Skills** | * Effective communication skills –presentations, listening, writing
* Effective time management, work under pressure, prioritise tasks and meet deadlines
* To work on own initiative and as part of team
* Tact and diplomacy
* Flexibility
* Good knowledge of IT, particularly Word, Excel and PowerPoint
* Clear and concise report and letter writing ability
 |  | Application form/interview |
| **Knowledge** | * Passionate about supporting organisations on their sustainability journey
* Positive and enthusiastic team player
* Excellent communication, organisational and diplomacy skills
 | - Environmental Management Systems | Application form/interview |
| **Miscellaneous** | * Willingness to travel
* Willingness to work out of office hours including occasional evenings and weekends
* Commitment to equality of opportunity and diversity
* Enthusiasm and confidence at working with a wide range of client groups/partners
 |  | Application form/interview |