



JOB DESCRIPTION

Assistant Sustainability Adviser

Contract: Fixed-Term (to January 2029)

Reporting to: Senior Sustainability Adviser

Salary: £26,000 - £30,000 per annum (dependent on experience)

This role is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

Role Description

This is an early-career role offering broad exposure across Sustainable NI's work. The postholder will provide hands-on support to the Senior Sustainability Adviser across client advisory services and the day-to-day operational running of the E-DATA project, which stands for the Enterprise Digitalisation and Transformation Alliance, a major cross-border initiative funded by PEACEPLUS to help small and medium-sized enterprises (SMEs) modernise, innovate and decarbonise.

The role is designed to develop the Assistant Sustainability Adviser's skills and confidence, with clear scope for career progression within the organisation over time.

Key Responsibilities

- **Workshop & Event Delivery:** Support the design, recruitment, and end-to-end coordination of both virtual and in-person sustainability workshops for the E-DATA project.
- **Sustainability Advisory:** Assist businesses in developing decarbonisation plans and sustainability strategies, identifying relevant funding and support mechanisms.
- **Report Writing:** Conduct sustainability baseline assessments and draft reports under supervision to identify carbon and efficiency improvements.
- **Communications & Content:** Research, draft, and publish relevant content for Sustainable NI communication channels including the E-Newsletter and social media platforms to increase online presence.
- **Stakeholder Engagement:** Support the coordination of stakeholder networks, including scheduling and administering forums, seminars, and working groups.
- **Project Administration:** Provide general office and meeting administration, including minute-taking, action tracking, and compiling funder progress reports.

- Policy & Research: Monitor policy developments and draft consultation responses on climate, environmental, and sustainability issues.
- Business Development: Support company growth through identifying new opportunities and assisting with tender submissions and funding proposals

This job description is intended to indicate the range of responsibilities and requirements of the post and is neither exhaustive nor prescriptive.

Essential Criteria

- Relevant degree in sustainability, environmental science, public policy, planning, engineering or a related discipline.
- Understanding of sustainable development principles and related policy or regulatory frameworks relevant to climate change and sustainability.
- Strong written and verbal communication skills, with the ability to draft reports, briefings, and stakeholder communications for diverse audiences.
- Ability to critically evaluate information from a range of sources and apply logical reasoning to develop practical solutions.
- Ability to work collaboratively in a small team, manage time effectively, work flexibly and balance multiple tasks and projects.

Desirable Criteria

- A minimum of one year's professional experience in an industry relevant to sustainability.
- A Master's degree or PhD in a relevant discipline.
- Experience of managing, promoting and running successful events (e.g. conferences, training events and workshops).

Hours, Location and Benefits

Sustainable NI operates a 35-hour week, with standard hours of 9.00am – 5.30pm and some flexibility around working hours. The role is hybrid, with two days per week in the Belfast office; and regular travel within Northern Ireland and across the border is required. Benefits include a 7.5% ethical employer pension contribution, 25 days of annual leave (rising by one day per year of service to a maximum of 30 days) plus public holidays, two paid volunteering days per year, and structured mentoring from the Senior Sustainability Adviser with scope to progress within the organisation.

How to Apply

Please submit a completed application form to recruitment@sustainableni.org by **12 noon, Friday 31 July 2026**. Applications will not be reviewed by the selection panel until after the closing date. Forms should be completed in Arial font, size 11. No supplementary information or material should be attached. Applicants must have the right to work in the UK.

Equality of Opportunity

Sustainable NI is committed to appointing based on merit through a fair and transparent process, and to equality of opportunity. We welcome applications regardless of gender, age, marital status, disability, religion, ethnic origin, political opinion, sexual orientation or whether or not you have dependants. Since men, young people, people from minority ethnic groups and people with disabilities are currently under-represented in our workforce, applications from these groups would be particularly welcome.