

Job Description

Role:	Sustainable Business Lead
Responsible to:	Executive Director, Sustainable NI
Location:	Belfast
Contract Type:	Fixed-Term until January 2029
Salary:	£60,000 pro rata
Hours:	4-days / 32 hours per week

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

Job Purpose

The post holder will be responsible for designing and delivering sustainability workshops that help SMEs enhance energy efficiency, decarbonise operations, and strengthen business resilience. This will include business mentoring, programme monitoring and reporting, funder and partner liaison, and driving continuous improvement throughout the programme.

Background

Sustainable NI, which has a 25 + year track record of promoting and supporting sustainability initiatives across Northern Ireland, is a partner supporting the delivery of a major new collaborative initiative, E-DATA (Enterprise Digitalisation and Transformation Alliance), funded by PEACEPLUS and led by Ulster University. The initiative aims to support SMEs in embracing digital transformation, sustainability, and decarbonisation.

Main Duties

- Design and deliver two strands of workshops: 'Sustainability Insights Workshops' (20 sessions); and 'Productivity and Carbon Reduction Workshops' (20 sessions).
- Develop all training materials including course prospectus and promotional material; course presentations, case studies, interactive exercises; and take-home toolkits.
- Support recruitment of at least 10 SMEs per workshop.
- Facilitate both in-person and online workshops (travel required).
- Manage workshop logistics including registration, materials, venues, and hospitality.
- Conduct pre- and post-surveys to assess knowledge gained and feedback from participants.
- Track and maintain attendance and participation records and provide certificates of completion to participants.
- Monitor programme KPIs and report progress to the programme partners and funder.
- Ensure quality assurance across all content and delivery formats.
- Advise and assist engaged businesses on all aspects of sustainability management including energy audits and decarbonisation strategies, environmental training and carbon management services.
- Ensure the programme's activities are sustained in the long-term through exploration of new income streams.

The above list is not exhaustive but gives a good indication of the main duties of the post. We may create a 12-month waiting list for similar roles within the organisation.

Benefits

This is a rare opportunity to make a tangible impact on the green economy in Northern Ireland and beyond. You'll help shape how SMEs embrace sustainability and resilience, while gaining experience in a high-profile programme funded by PEACEPLUS.

In addition to making a meaningful contribution to society, we offer a range of benefits including:

- A 4-day working week
- A highly competitive salary
- A 7.5% ethical employer pension contribution
- Ability to work from home (requirement to attend our office in Belfast at least one day per week)
- In addition to 12 public and bank holidays, 25 days of holiday for the first year of employment, increasing by one day per year up to a maximum of 30 days
- Two paid working days per year to volunteer for a project or cause of your choice
- Equal opportunities

How to apply

Please submit a **cover letter** (3 pages max) outlining your suitability for the role along with your **CV** to recruitment@sustainableni.org with the subject line: "Application – Sustainable Business Lead" by the required closing date. The cover letter **must** clearly set out how you meet the essential and desirable criteria in the person specification, with relevant examples and specific dates evidencing how you meet each criterion.

Applicants must have the right to work in the UK.

Equal opportunities

All qualified applicants will be considered for employment regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Person Specification

Essential Criteria			
		Evaluation method	
		Application	Interview
Education and professional qualifications	Degree or equivalent experience (3+ years) in sustainability, environmental management, business, or a related field.	✓	
	A relevant professional certification or membership, such as but not limited to: <ul style="list-style-type: none"> • IEMA Environmental Sustainability Skills Certificate • Certification in Greenhouse Gas (GHG) Accounting or Carbon Management. • BREAMM Assessor • Member of a professional body (e.g. IEMA, Energy Institute etc). 	✓	
Previous Experience / Training	Proven experience in supporting organisations to improve sustainability performance, either in-house or in a consultancy role.	✓	✓
	Experience of designing and delivering capacity-building or advisory programmes for businesses.	✓	✓
	Experience of managing multi-stakeholder programmes, including monitoring, reporting, and partnership coordination.	✓	✓
Job Related Achievements / Skills	A strong customer focus in delivering and improving services in line with user needs.		✓
	Results focused with an ability to deliver against objectives and to work on own initiative.		✓
	Understanding of project / financial management and ability to report to a governance board.		✓
Interpersonal Skills	Excellent interpersonal and communication skills, including highly developed presentation skills and the ability to maintain effective and productive relationships with a with range of key stakeholders.		✓
	Creative problem-solver who enjoys co-creation and collaborative approaches.		✓
	Confident under pressure, adaptable and skilled at managing uncertainty.		✓

Values / Ethos	Passionate about sustainability and supporting businesses to reduce their environmental impact.	✓	✓
	Demonstrates a practical understanding of the organisation's values and can describe how they would embed them into the role.	✓	✓
	Actively seeks continuous improvement, learning and development.	✓	✓
Other Factors	Willingness to travel outside NI to attend events or meet with relevant partners / customers.	✓	
	Willingness to work flexible hours as required to meet the needs of the programme.	✓	

Desirable Criteria	
The desirable criteria below are in ranked order of importance / relevance to the role and may be used in the shortlisting process.	
1.	A coaching / mentoring / facilitation qualification.
2.	Experience of managing a large scale publicly funded project.

Whilst we want all applicants to meet the essential criteria, we welcome applicants who feel they fit most of the criteria and would be willing to pursue the necessary steps to meet the minimum criteria once in post.

We will conduct a shortlisting exercise based on the written information you provide. The shortlisting criteria will be based on the identified criteria from the person specification. Your cover letter must clearly set out how you meet the essential and desirable criteria in the person specification, with relevant examples and specific dates evidencing how you meet each criterion. Sustainable NI reserves the right to supplement these shortlisting criteria using additional essential and / or desirable criteria from the person specification at subsequent stages of the shortlisting process.