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T:07591 172485

E:info@sustainableni.org

sustainableni.org

**APPLICATION PROCESS & BENEFITS**

To apply for this position, please complete the attached application form and employee monitoring form. **CVs will not be accepted.**

Email your completed / signed application form to info@sustainableni.org.

We reserve the right to increase the shortlisting criteria to assist with the recruitment process and to close this vacancy early if we receive sufficient interest. We also reserve the right to hold a reserve list, for a period of approximately 12 months, from this recruitment to fill similar roles which may arise. Job offers are subject to references and that all information in the application is accurate and not misleading.

**Diversity and Inclusion**

Sustainable Northern Ireland is committed to increasing diversity within our organisation. We welcome applications from all backgrounds, and treat all applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.

**Benefits**

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| **What are my hours?** | 35 hours per week, Monday to Friday. Flexitime is available. |
| **How much holiday do I get?** | 25 days of annual leave rising to 30 days on completion of 5 years of service. |
| **Will you help me develop?** | We provide ongoing learning and development for staff. |
| **Will I be able to save for a pension?** | Yes, we operate an ethical pension scheme. Sustainable NI will contribute up to 7.5% of salary and the individual contributes a minimum of 2.5%. We operate this as a salary exchange, and we contribute the resulting national insurance saving into your pension. |

**JOB DESCRIPTION**

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| **Role** | Sustainability Advisor |
| **Contract** | Permanent / Full Time |
| **Location** | Belfast / remote working |
| **Reports to** | Executive Director |
| **Salary** | £30,000 - £35,000 per annum depending on experience |

**Who we are?**

Sustainable NI delivers practical solutions that support a sustainable, zero carbon future. We want to see a thriving regional economy where we meet more of our needs from local, renewable resources, enabling people to live healthy, happy lives without compromising the planet. We work closely with the public sector to develop climate-friendly policies and plans and advise businesses how to integrate sustainability across their operations and customer offers. For more information see [www.sustainableni.org](http://www.sustainableni.org).

**Purpose of Job**

This is an exciting new role created to develop and lead our business support programme, working with companies to help them assess their sustainability performance and support them in setting goals and creating an action plan to improve performance over time.

The successful candidate will be an expert in sustainability with more than 2 years of relevant experience. You will be experienced in sustainability strategy development and/ or net zero strategy and can offer practical advice on energy efficiency, decarbonisation, environmental management, and social value to help companies move forward on their sustainability journey.

You have strong organisation skills and exceptional communication skills, with the confidence to articulate complex problems and solutions in a simple, impactful manner.

As a strong influencer you can proactively engage internal and external stakeholders on the sustainability agenda. You will be self-starting, motivated and capable of delivering programmes with minimal supervision.

**Key Responsibilities**

1. Lead the development of our business support programme, delivering technical and advisory services to clients to improve the sustainability of their operations. Project delivery may include carrying out audits, training, workshops, and carbon footprinting analysis.
2. Develop tools and resources to help organisations measure and manage their environmental and social impact.
3. Produce concise, accurate, and professional reports and other outputs to clients.
4. Organise and deliver events, campaigns and projects that promote sustainability excellence in the business sector.
5. Maintain overall relationship with existing clients at senior and director level and recruit new companies to engage with.
6. Identify and secure financial resources to ensure the successful delivery of the service including responding to tenders and requests for proposals.
7. Strengthen existing relationships with key stakeholders, like-minded organisations, and government agencies; and help identify opportunities to work collaboratively with others.
8. If the department grows, line managing project officers to ensure they develop professionally and personally and supporting colleagues on content relating to your area of expertise.
9. Keep up to date with developments from key government and industry bodies, institutions, and networks and attend conferences and seminars to develop technical knowledge and industry exposure.
10. Review, monitor, and evaluate the programme and related initiatives with a focus on demonstrating and communicating impact.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

The post holder can work remotely but is required to report to the office regularly, and therefore should be based in Northern Ireland. Home working will require the appropriate desk/working set up in line with health and safety guidelines.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Education** | * Third level degree in a relevant technical subject (sustainable development, energy, environment, or a related field of study)   or 3 years equivalent experience (paid or voluntary work). | * Master’s degree in a relevant technical subject. * IEMA membership or similar. |
| **Experience** | * At least two years’ experience within the sustainability sector | * At least two years’ experience as a sustainability consultant and / or project manager |
| **Skills** | * Experience in the development and implementation of sustainability strategies and plans * Strong organisation skills with a track record of successful project management and meeting deadlines. * Excellent communication and presentation skills, capable of persuading and influencing to win hearts and minds. * Excellent numeracy and research skills to create a strong evidence base, using a range of software packages to analyse and present complex data and information. | * Experience developing carbon emission reduction plans * Successful experience of income generation. * Experience in developing and facilitating training and workshops. * Experience in managing project teams. * Experience of advanced technical software packages e.g., Sima Pro LCA, advanced MS Excel. |
| **Knowledge** | Technical knowledge in the following areas:   * Climate change policy and associated science and legislation * Sustainability strategy development * Carbon footprint calculation and analysis * Circular economy / Net Zero strategies | Technical knowledge in the following areas:   * Energy efficiency, renewable energy and low carbon travel * ESG reporting * Procurement carbon footprinting * Lifecycle Carbon Assessment (LCA) |
| **Other requirements** | * Personal commitment to the environment. * Self-motivated with flexible attitude, ability to manage own time, including priority setting, multi-tasking and problem solving. |  |

\*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’d love to hear from you.

**APPLICATION FORM**

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| **Position:** | Sustainability Advisor­­­ | **Applicant ref:** |  |

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| --- | --- | --- | --- | --- |
| **Where did you hear about this position?** | SNI website | Community NI | Social Media | Other (please specify): |
| **Closing date/time** | Tuesday 22 February at 5pm. | | | |
| **Return application to:** | E-mail: info@sustainableni.org | | | |

Please print clearly in black ink or complete in font size 11 and do not change the format of the application form. **Incomplete applications will not be accepted.**

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| **Personal details** |

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Full postal address |  |
| Town |  |
| Postcode |  |
| Home telephone number |  |
| Mobile telephone number |  |
| E-mail |  |
| National Insurance number |  |
| Do you require a work permit to work in the UK? | Yes No |
| Do you have a full current driving licence?  Car/access to a form of transport available for business use | Yes No  Yes No |
| Date available to start work? |  |
| Current salary | £ |
| Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event you are invited to attend for interview. If you would prefer to discuss this, please contact us as soon as possible. | |
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| **References** | |

Please name two referees (not relatives) and at least one of who should have knowledge of your present work and be in a supervisory/managerial capacity. (Please note that one of these references needs to be from your current/previous employer).

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| **Referee 1** | | |
| **Name** |  | |
| **Job title** |  | |
| **Organisation** |  | |
| **Address** |  | |
| **Town** |  | |
| **Postcode** |  | |
| **Contact number** |  | |
| **E-mail address** |  | |
| **Can we contact this referee immediately without prior arrangement with you?** | | Yes No |

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| **Referee 2** | | |
| **Name** |  | |
| **Job title** |  | |
| **Organisation** |  | |
| **Address** |  | |
| **Town** |  | |
| **Postcode** |  | |
| **Contact number** |  | |
| **E-mail address** |  | |
| **Can we contact this referee immediately without prior arrangement with you?** | | Yes No |

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| **Education** |

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| **Secondary Education (Schools, Colleges etc…)** | **Dates from/to** | **Subject(s)** | **Grade** |
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| **Further Education** |

Give details of all further education beginning with the most recent

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| **College/University** | **Dates from/to** | **Subject** | **Grade** |
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| **Further Education/Qualifications/Formal Training** | | | |

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| **Courses** | **Dates from/to** | **Subject(s) taken** | **Grade** |
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| **Professional Membership(s)** |
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| **Employment History** |

Beginning with your most recent employer, list details of your employment history including any periods of unemployment and continue on an additional sheet if necessary

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| **Employer name, address, telephone number and contact name** | **Dates of employment** | **Position held and brief description of duties, targets and achievements** | **Reason for leaving** |
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I hereby give permission to contact the employers listed above concerning my prior work experience (If there is a particular employer(s) you do not wish us to contact, please indicate).

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As part of the application process, you are required to provide specific examples of how you meet the essential criteria. The information you provide will be used for shortlisting. Failure to provide sufficient information/detail may mean that your application will not be shortlisted.

**Please complete the following questions, indicating how you meet the criteria, providing relevant examples and how you would apply this to the role.**

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| **1.** | Briefly outline your experience to date and how you feel it relates to this role as outlined in our job description and the person specification. |

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| **2.** | Outline your experience of successful project management and meeting deadlines. |

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| **3.** | Outline your experience communicating and influencing a range of external contacts and stakeholders at all levels. |

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| **4.** | Outline your research skills and experience giving specific details of your experience in the use of software packages to analyse and present complex information. |

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| **Declaration** |

I hereby declare that the statements contained in this application are, to the best of my knowledge true and correct. I agree that any misrepresentation by me will lead to the withdrawal of any offer of employment.

I consent for the information on this form will be collected, stored and processed by Sustainable NI in line with the Fair Employment and Treatment (NI) Order 1998 and provisions of the Data Protection Act (1998) and GDPR regulations (2018). I understand that my applications will be stored for up to a 12-month period in line with the above legislation.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_