

JOB DESCRIPTION

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 an Equal Opportunities Employer and welcomes applications from all members of the community.

Benefits

What are my hours?	The standard working day is 09:00-17:00 with an hour for lunch each day. Flexible arrangements are possible.
How much holiday do I get?	Annual leave starts at 25 days per year and after 5 years it goes up to 30 days per year.
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 a group personal 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 Sustainable NI also contributes the resulting NI saving into your pension.

JOB DESCRIPTION

Role	Sustainability Officer
Department	Membership Engagement
Contract	Permanent
Location	Remote working
Reports to	Executive Director
Salary	£27,741 per annum (NJC SO1)

Who we are?

Sustainable Northern Ireland's vision is for a sustainable, zero carbon future. To deliver our vision, we bring together local authorities and other key public bodies to share knowledge and good practice, to collaborate, and to petition the government for ambitious changes in policy with their collective power. For more information see www.sustainableni.org.

Purpose of Job

To support public authorities in understanding and complying with their sustainable development and climate change duties, by co-ordinating research, providing advice, sharing best practice, and monitoring progress.

To co-ordinate member engagement activities, including managing and supporting the Sustainable Development Forum, seeking to increase membership where possible.

To support our Public Affairs activities.

To support the Executive Director as required in the running of the office.

Main Duties & Responsibilities

1. Manage and co-ordinate the Sustainable Development Forum, designing and delivering the annual workplan in collaboration with members to achieve targets.
2. Assist local authorities and public bodies to comply with their sustainable development and climate duties through provision of advice, case studies, presentations, training, and workshops.
3. Research, develop and disseminate exemplar policies, strategies and performance metrics designed to support sustainability performance.
4. Communicate examples of sustainability best practice in key areas such as procurement, planning, construction, transport, and waste management to members and stakeholders.

5. Support member organisations to develop ambitious policies, strategies and action plans that assist delivery of sustainable development. Areas of particular focus include climate action (carbon reduction and resilience); the circular economy; nature recovery; responsible procurement; equality, diversity and inclusion.
6. Work to raise the profile of the Sustainable Development Forum, promote the work of its members and raise income through memberships and services.
7. Provide a high level of support in the organisation and co-ordination of meetings and events, preparing meeting agendas and minutes as appropriate.
8. Assess member satisfaction through an annual survey, revising engagement strategies accordingly.
9. Prepare regular progress reports on the work of the forum and individual members.
10. Liaise with external organisations including local and national government in Northern Ireland and further afield, to understand current market trends in sustainability best practice and communicate this to key stakeholders through campaigns and events to influence local policy and practice.
11. Develop policy positions in relation to climate change, sustainable development and green growth in Northern Ireland and prepare high-quality government consultation responses accordingly.
12. Establish and maintain key relationships with relevant stakeholders (including government, public bodies, academic institutions, relevant businesses, and NGOs) to strengthen and help co-ordinate delivery of sustainable development and climate action in the region.
13. Advocate the work of Sustainable NI effectively to external audiences including through presentations, attendance at conferences and meetings and media engagement.
14. Manage Sustainable NI's communications including developing content for the e-Bulletin, website, and social media, maximising publicity for current programmes and campaigns where possible.
15. Manage project staff as and when required.
16. Undertake any other duties that may reasonably be requested appropriate to the grade.

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 may be required to report to the office from time to time. Home working will require the appropriate desk/working set up in line with health and safety guidelines.

PERSON SPECIFICATION

We are looking for an enthusiastic self-starter with the ability to develop positive working relationships and influence people. You will have an excellent understanding of current environmental and climate policy, as well as a grasp of how local government works. You will have the skills and personality to bring together a dynamic coalition of stakeholders to build, shape and advocate for transformative policies and practices that are good for people and the planet.

<p>Essential Experience</p>	<ul style="list-style-type: none"> ● At least two years' recent experience working in a role related to this one or similar, managing your own workload and having the ability to work on your own and as part of a team ● Project or programme management experience
<p>Desirable Experience</p>	<ul style="list-style-type: none"> ● Experience organising events with a range of stakeholders and the ability to facilitate all relevant planning and logistics ● Experience working with district councils, public sector bodies or similar large, complex organisations ● Experience of policy formulation and appraisal in respect of sustainable development and environmental issues ● Experience of obtaining external funding
<p>Essential Skills</p>	<ul style="list-style-type: none"> ● An Honours Degree or similar vocational qualification in subject relevant to the role (e.g., environmental management, sustainable development, corporate social responsibility, climate change, law etc) ● Comprehensive knowledge of sustainable development issues and environmental policy at EU, UK and NI level ● Ability to deal with a range of external contacts and stakeholders at all levels ● Ability to work as part of a team and support others ● Excellent time management and organisational skills and the ability to work on own initiative and prioritise own workload ● Strong IT skills, including experience of Microsoft Windows applications ● Excellent communication and presentation skills ● Excellent numeracy, literacy and proofreading skills ● Excellent interpersonal skills
<p>Desirable Skills</p>	<ul style="list-style-type: none"> ● Membership of relevant professional body ● Additional qualifications and experience relevant to a career in the environmental field

	<ul style="list-style-type: none"> ● Relevant IT certificates/qualifications ● Experience of CRM systems ● Access to transport for business use
Personal qualities	<ul style="list-style-type: none"> ● A high level of integrity ● A professional manner ● Enthusiastic and keen to learn and develop ● Committed to customer service ● Attention to detail and committed to working to a high standard ● Flexible, positive, pro-active and open-minded approach to work
Behaviours	<ul style="list-style-type: none"> ● Act in accordance with Sustainable NI's values: Knowledgeable, Transformative and Collaborative ● Recognise the implications of working within a charity ● Be enthusiastic and keen to learn and develop ● Show commitment to customer service ● Give attention to detail and be committed to working to a high standard ● Demonstrate a flexible, positive, pro-active and open-minded approach to work ● Give feedback and support to others