8 January 2021

**We are the county’s leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. Our climate is in crisis and nature needs our help. Together we can protect the future. Join us!**

Hello and thank you for your interest in the post of Sustainability Officer at Essex Wildlife Trust.

The role is 37.5 hours a week, between Monday and Friday, 2 years fixed term. The salary for this post is £24,500 rising to £25,000, after successful completion of probation. This post is based at different locations including some home working.

The mission for this role is to achieve accreditation for the Green Dragon standard Level 1 and Level 2, before the end of the 2-year period. The postholder will work in the Business Support team and collaborate with all members, building relationships with most departments at the Trust and enabling new sustainable projects.

We are looking for someone who enjoys working collaboratively, enthusiastic and curious to investigate new ways of working, keen to research potential solutions and able to translate detail into easy-to-understand language.

I really hope this role interests you and you’d like to join our team and play an integral role in furthering the aims of Essex Wildlife Trust. To apply, please complete the application form giving clear examples why you feel you are suited to the role. Please send this to [jobs@essexwt.org.uk](mailto:jobs@essexwt.org.uk) by 1 February 2021 at 5.00pm. Please title your application document with your full name.

Interviews will be held online on 10 February 2021.

For further information or an informal chat about the role please call Fiona Hearn on 01621 862965 or email fionah@essexwt.org.uk.

Thank you for your interest in this role. I look forward to receiving your application. We respond to all applicants so you will hear from us within a week of the closing date.

Yours faithfully



Fiona Hearn

Office Manager

**Essex Wildlife Trust Job Description and Person Specification**

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Description automatically generated

**Sustainability Officer**

**JOB DESCRIPTION**

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**Job Title:** Sustainability Officer (Fixed Term 2 Year Contract)

**Location:** Home based but some travel where necessary and the ability to be accessible via online platforms

**Reports to:** Business and Governance Manager

**Responsible for:** Sustainability volunteers and matrix manage virtual teams

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**Financial Responsibilities:** Monitoring ofExpenditure budget (SUS) £20k and income/funding of £20k

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**Job Purpose:** To engage all levels of staff and volunteers, influencing internal and external audiences to progress and deliver sustainability plans. To be responsible for the successful delivery of sustainability accreditation Level 1 and Level 2 of the Green Dragon Standard. To create and implement a flexible and future-proof system of recording and reporting carbon-reducing workstreams, integrating teams processes across the Trust.

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**Responsibility Areas**

**Planning/organising (*20*% of time)**

* Create a structured and monitored 24-month plan to deliver 2 levels of accreditation
* Produce an annual action plan in line with agreed strategic deliverables for the 2020 – 2025 sustainability goals
* Develop an agreed method of recording compliance, mandatory and non-mandatory reporting, usable across the Trust, which is flexible and future-proof
* Establish a robust recording platform to act as a central repository of recording data, accessible for succession planning

**Communication (*10*% of time)**

* Act as main contact for sustainability plans, meetings and queries
* Liaise with all levels of the organisation to influence and progress sustainability plans
* Engage with all teams and departments, especially lead contacts on sustainability
* Ensure regular communications messages reach all internal audiences regarding successes and progress
* Deliver regular reports and presentations to communicate progress to a variety of teams, on a regular basis

**Business Delivery (*40*% of time)**

* + - Collate and manage of environmental records
    - Manage a register of legal compliance
    - Pursue the already initiated sustainable accreditation, completing Level 1 which is in progress and develop the next level (which is a step-change) to Level 2 Green Dragon (Groundworks)
    - Guide internal staff in the course of achieving sustainable practices
    - Collate and agree the definition of EWT sustainable terms and principles
    - Communicate correct and appropriate messages to external audiences
    - Develop an Environmental Management System (a delivery mechanism that connects the entire organisation in terms of sustainable processes and practices) in conjunction with a virtual team and influencing wider team members
    - Recruit and collaborate with Sustainability ‘champions’ across the Trust
    - Improve data monitoring practices and possible re-baselining of original data
    - Engage with other Wildlife Trusts and the RSWT, in keeping with EWT principles and positively supporting and influencing the national collective carbon reduction project

**People (*10*% of time)**

* Influence staff and volunteers in sustainability ethics and choices at all times
* Develop beneficial relationships in the pursuit of sustainability goals and engage colleagues to work together to develop measurable sustainability practices

**Problem Solving/Innovation (*20*% of time)**

* Maintain a carbon calculator, fully understanding and endorsing the GHG protocol levels and emission scopes that are relevant for the Essex Wildlife Trust
* Arrange and attend meetings in order to engage colleagues to contribute to the delivery of sustainability accreditation
* Lead strategic team meetings and matrix manage colleagues, coordinating strategic workstreams in sustainability and innovation
* Investigate, recommend and implement Green Dragon accreditation standard
* Responsively and proactively solve process issues within the department the team and the Trust, to seek the continuous improvement of processes in the pursuit of sustainability goals
* Implement any suggestions for business support responsibilities and proactively develop sustainable solutions, ensuring best value for the Trust

**To undertake any other duties which are commensurate with the role**

**PERSON SPECIFICATION**

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**Specialist knowledge and experience:**

* Up to date knowledge of sustainability legislation
* Knowledge of current government policy on energy efficiency funding and grants
* Good understanding of technical solutions including insulation and renewables
* Ability to challenge and influence through discussion and debate
* Ability to review energy assessments e.g. property EPCs
* Ability to engage with the customers effectively
* Good oral and written communication
* Strong numerical and analytical skills
* Excellent knowledge of Microsoft Office, particularly Microsoft Excel
* Experience of writing and presenting management information reports
* Enactment of the EWT Values (Inspirational, Collaborative, United and Professional)

**Essential skills and behaviours:**

**Team Working**

* Build a sense of team spirit, encouraging shared ownership of objectives and deliverables
* Listen to and build understanding of colleagues skills, interests and motivations to work together more effectively

**Problem Solving and Analysis**

* Gather information from multiple sources, analyses and critiques it before making a decision
* Experienced in retrieving and absorbing information quickly
* Experienced in making systematic and rational judgements based on relevant information
* Consider long term impact and wider implications of decisions
* Work towards continuous improvement methodology
* Look for innovative and sustainable ways of working

**Planning**

* Proven ability to effectively prioritise, organise, plan and schedule activities and resources
* Establish detailed procedures for monitoring progress against plans and objectives
* Create and drive delivery of clear project plans for multiple projects
* Is agile, works with the business to confirm priorities when facing conflicting agendas

**Professionalism**

* Able to produce accurate and high-quality results, with excellent attention to detail
* Show enthusiasm to broaden own experience, knowledge, skills and self-insight
* Ensure high standards are achieved and customer needs fulfilled
* Ensure a quality and consistent approach

**Determination**

* Deliver personally and through others across projects by setting clear goals and targets, monitoring progress and holding people to account
* Lead delivery at a team level by prioritising, setting clear milestones and establishing unambiguous measures
* Maintain enthusiasm and commitment to deliver results in the face of challenges

**Persuasive communication**

* Able to communicate effectively, both verbally and in writing, adapting style to suit the audience
* Produce written communications which are fluent, clear and concise, and tailored to intended recipients
* Guide and steer discussion to achieve objectives
* Make the complex or ambiguous clear for others, enabling people to participate in debate and discussion

**Customer Focus**

* Work with others to identify customer needs and ensures services are fit for purpose
* Encourage others to understand customer needs
* Relate well to different types of customers and proactively listens to their concerns
* Quickly build rapport and easily establishes a relationship with customers

**Matrix Management**

* Experience of motivating and empowering others in order to reach goals including setting and monitoring objective and performance
* Recognise and reward good performance, and support poor performing individuals.
* Assess virtual team capability to deliver professional practice/activity

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**Special Conditions:**

* Requirement to be able to drive and a current full UK driving licence with use of your own vehicle (Pool vehicles may also be available)
* Home-based but travel will be required across the County to other Essex Wildlife Trust sites and other venues as necessary
* An interest in working for a charity which is determined to protect wildlife for the future, and for the people of Essex

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**EWT rewards:**

* Salary reviewed bi-annually against the market with cost of living consideration annually
* Pension of 3% from you and 5% from EWT
* Annual leave starting at 25 days, rising by one day a year to a maximum of 28 days + bank holidays
* Employee Assistance Programme offering advice to staff and their families on a variety of topics and including counselling
* Sick pay increasing with length of service
* Maternity, paternity and adoption pay
* Staff days and staff social
* Merit award scheme (staff nomination of colleagues for awards)
* Regular performance development meetings
* 10-20% discount in EWT centres
* Professional and developmental training
* Role related professional membership paid
* Able to attend 2 wildlife courses per annum
* The satisfaction of making a difference through working for a conservation charity