

- Role:** Carbon & sustainability consultant
- Location:** Home-based with regular co-working (geography permitting)
- Contract:** Full-time or part-time, to suit the right candidate
- Remuneration:** £30,000 pro rata plus profit share and training allowance

## Summary of role

An exciting opportunity to join a rapidly growing and purpose-driven business where you will help both to advance authentic climate action for our clients, and to shape the continued growth of Green Small Business and the positive impact it has on our planet.

## Responsibilities

### Core

- Working with businesses to understand their environmental impacts and to develop environmental policies and action plans using our in-house systems and software.
- Developing business carbon footprints using our in-house systems and software.
- Advising clients on implementation of their action plans and assisting them with barriers and challenges.
- Using the outputs from our action planning and carbon footprinting processes to develop Science-Based Targets Initiative (SBTI) applications, Carbon Reduction Plans (to PPN 06/21 requirements), B Impact Assessment responses, CDP and Ecovadis submissions.
- Management and ongoing development (via third party developers) of the Green Small Business portal, our bespoke online platform for guiding and tracking improvements in environmental and carbon performance.
- Contributing to continual improvements in our portal (both in terms of content and functionality) and other systems and processes.
- Assisting with regular communications via our newsletter and social media accounts.
- Generating new business through networking and marketing activities.
- Using your role and the platform it provides to spur wider action in response to the climate and ecological emergency.

### Optional

The broad scope of our work provides additional, optional opportunities, such as:

- Involvement in more specialist one-off research and consultancy projects.
- Delivery of training courses, workshops, and seminars.
- Development of new or extended business initiatives and services.

## Requirements

### Values

Character and values are as important to us as experience and skills, which is why we are looking for someone who shares our core principles:

- We value people - colleagues, clients, and collaborators. We strive to show respect, kindness and generosity to others in the course of our work.
- We believe in business and the critical role it must play in addressing the climate and ecological emergency.
- We love technology and its potential to maximise efficiency and enhance impact.
- We speak honestly about environmental challenges, including climate change, applying critical thinking and being unafraid to question conventional perspectives.
- We act in alliance, recognising our role as part of a wider movement to address the interlocking challenges of climate impacts such as poverty, housing, migration and issues of equality.

### Attitudes

Attitudes that are particular important to the role and to the business include:

- Humility – being keen to learn, being willing to ask for help, valuing the contributions of others, and being open and receptive to feedback.

- Hunger for impact – a strong work ethic, drive and determination to make a difference, a willingness to take on tasks which are stretching and a desire to contribute to the strategic direction and wider development of the business.
- Emotional awareness– ability to understand and interact effectively with others, whether they be colleagues, clients, or collaborators, ability to build positive relationships, collaborate effectively and resolve conflicts.

### Skills and experience

#### *Essential*

- A thorough appreciation of the climate and ecological emergency.
- A degree in a relevant subject, or equivalent professional experience.
- Experience in estimating business carbon footprints and/or knowledge of associated methodological frameworks and data sources.
- Experience in developing environmental or carbon strategies in a business context.
- A willingness and demonstrable ability to work remotely in an efficient and effective manner.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Excel.

A right to work in the UK is also essential.

#### *Advantageous*

- Experience in consultancy, including business development.
- Experience in the development and delivery of training.
- Knowledge and/or experience of conducting Life Cycle Assessments.
- Interest in or experience of software development.
- Interest in or experience of working with businesses on climate resilience.

### **Benefits**

- Attractive salary, profit share and training allowance
- Highly flexible working arrangements
- 25 days annual leave, rising to 30 days, plus bank holidays
- Opportunity to join and help shape a young, rapidly growing and purpose-driven business
- Opportunity to pursue particular personal interests within the broader scope of our work
- Exposure to a wide range of client types and sectors