

JOB TITLE: Sustainability and Carbon Specialist

LOCATION: Avonmouth, Bristol

REPORTS TO: Director of Sustainability & Technology

RESPONSIBLE FOR: Promoting and maintaining sustainability, monitoring and developing carbon management

INTERACTS WITH: International development team, Technical/R&D team

HOURS OF WORK: 37.5 hours per week – 8am to 4pm Monday to Friday with a ½ hour unpaid break, but with flexibility to meet the needs of the role.

JOB PURPOSE

To support the Director of Sustainability and Technology by:

- Playing an active role in promoting sustainability principles in the business
- Tracking and reporting on key requirements for business development on carbon and sustainability specifications. Ensuring ongoing compliance with relevant standards.
- Assisting with sustainable development, in particular compliance and development in achieving UN Sustainable Development Goals (SDGs) and exploring opportunities through other initiatives such as Science Based Targets Initiative (SBTI)
- Bringing sustainability alive within the business, with an emphasis on engaging employees in the process
- Overseeing carbon monitoring, reporting and verification (MRV). Ensuring that MRV is carried out in accordance with the relevant and latest standards
- Supporting the marketing of sustainability and carbon including developing promotional materials, social media and website content, and attending networking events
- Assisting with the carbon sales pipeline. Helping with communicating technical information to purchasers and preparing proposal requests and expressions of interest etc.
- Working with the international development team to assist with further development
- Developing new methodologies and enhancing carbon volumes through new mechanisms (e.g. avoided emissions).
- Becoming responsible for tracking and reporting on key sample testing required for carbon reporting
- Collating information for auditing and verification purposes

KEY DUTIES

- Developing sustainability plans based on the company sustainability ethos
- Collating and maintaining sustainability KPIs
- Promoting sustainability throughout the business via toolbox talks, committees, activities, promotional materials etc
- Assisting in the achievement of sustainable development goals (SDGs, SBTIs etc)
- Monitoring and maintaining data for carbon footprint/credit calculations
- Adminstrating external audits for sustainability and carbon compliance
- Conducting internal audits

- Collating information and managing verification/audit processes
- Collating data and generating product LCAs and EPDs
- Keep updated and engage with key carbon markets and processes
- Provision of the annual sustainability report and monthly key statistics to the Board
- Working with the team to help drive carbon market growth
- Examining carbon development opportunities (trading platforms, methodologies etc)
- Identify carbon improvement areas (e.g. transport, energy, raw materials)
- Promoting the business through conferences, seminars and webinars
- Developing promotional materials – website content, social media posts, brochures, videos etc
- Presenting to stakeholders on technical and sales enquiries
- Assist in preparing expressions of interest and requests for proposals etc
- Working with team to drive carbon market growth
- Ensure full compliance with all Company policies and procedures including, but not limited to, Health and Safety and Employment.
- Fully support and contribute to the upkeep of our management systems (CMS, ISO 9001,14001 &45001)
- Any other duties, such as ad hoc projects, as requested by the Director of Sustainability and Technology, that are within the skills and capabilities of the jobholder (lab work may be included)

ESSENTIAL SKILLS / EXPERIENCE

- Degree/diploma in a relevant discipline (environmental science/management, sustainability, carbon management etc)
- Knowledge of environmental/sustainability issues, opportunities and legislation
- Knowledge of carbon standards and legislation
- Knowledge of LCAs (scope 1,2,3 emissions etc)
- Ability to undertake detailed research
- Good communication and presentation skills
- Flexibility regarding travel and working hours
- Full UK driving license
- A professional approach
- Ability to work independently and as part of a team
- A creative and inspiring approach
- Desire to undertake training and development as required
- Good IT skills, especially Word, Excel, PowerPoint

DESIRABLE SKILLS / EXPERIENCE

- Knowledge of dMRV systems
- Knowledge of EPD/LCA systems
- Driving license an advantage but not essential