

Since its inception in 2000, the mission of Business in the Community Ireland (BITCI) is to harness the power of Irish business to maximise its positive impact on all its stakeholders. It is a non-profit organisation specialising in advice and guidance to leading companies on corporate responsibility and corporate community involvement.

BITCI is also the national partner in Ireland for CSR Europe, the co-ordinating body on corporate responsibility at a European level.

A business driven network, with major social initiatives, BITCI’s membership is drawn from Ireland’s most progressive companies. BITCI has the unique expertise to train and develop capacity on corporate responsibility within organisations; to improve their companies’ reputation, competitiveness and profitability through communicating their social, environmental and community management impacts.

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| **Job Title:** | **Corporate Responsibility Consultant**  |
| **Job Purpose:**  | Contribute to, develop and implement Business in the Community Ireland’s Development Strategy, particularly in relation to working with major companies on embedding responsible and sustainable business practices across the organisation. Drive the development and implementation of theenvironmental and sustainability agenda withinBusiness in the Community Ireland. Develop the reputation, brand image and impact of Business in the Community Ireland’s membercompanies.  |
| **Reporting to:** | Manager – Membership Services Team  |
| **Direct Reports:** | Some responsibility for interns, volunteers and casual staff. |
| **Job Location:** | Dublin City Centre  |
| **Travel/ Driving License Required:** | Some travel required. |

**JOB DESCRIPTION**

**Primary Responsibilities:**

1. Contribute to, develop and implement Business in the Community Ireland’s Development Strategy, particularly in relation to working with major companies on embedding responsible and sustainable business practices across the organisation. This includes:
* Managing a portfolio of client accounts as the main contact person interacting with senior people and practitioners.
* Delivering membership advisory services on a one to one basis across a range of areas including corporate responsibility strategy and reporting, corporate responsibility communications and employee engagement.
* Recruiting member companies to our services and activities.
* Managing the successful delivery of membership events including expert seminars/workshops and on-going working group meetings with different stakeholders.
* Representing the organisation externally through speaking, writing articles, government meetings/submissions and media engagement.
* Contributing to the development of the organisation’s thought leadership and knowledge base on corporate responsibility and environmental sustainability issues through publication of research.
1. Drive the development and implementation of the environmental and sustainability agenda within Business in the Community Ireland. This includes:
* Design and delivery of services to members in this area on a one to one basis as well as events, research and publications.
* Networking and participation at expert events, government relations and media engagement on technical issues.
* Forging partnerships with key players including our involvement in the Irish Corporate Leaders Group on Climate Change.
* Supporting the strategy and implementation of our internal Environmental Sustainability Committee.
1. Ensure the delivery of high quality, cost effective services, responsive to the needs of companies.
2. Monitor the performance of Business in the Community Ireland and take corrective action to ensure annual objectives, including financial targets, are met.
3. Develop the reputation, brand image and impact of Business in the Community Ireland’s member companies.

**Key Responsibilities**

# Creation and Implementation of business strategy and policy

1. **Responsible for contributing to Business in the Community Ireland strategy in respect of Corporate Responsibility consultancy, Business Development and in making recommendations to the Membership Services Team Manager and colleagues.**
2. **Develop and manage a specialist service in this case Environment and Sustainability.**

# Provision of leadership

1. Act as Corporate Responsibility Consultant to BUSINESS IN THE COMMUNITY IRELAND
2. Develop creative and cost effective opportunities for future growth and development and therefore bring about positive changes in the organization
3. Demonstrate personal responsibility and accountability for the performance of Business in the Community Ireland
4. Support the Membership Services Team Manager and colleagues in developing an effective cohesive team to provide support and up-to-the-minute consultancy to companies.
5. Balance strategic and operational demands
6. Personally contribute to inspiring, motivating and creating the appropriate environment for the team to ensure the individual and collective potential is fully harnessed
7. Plan, in conjunction with the organisation’s goals and the Membership Services Team Manager, your personal continuous professional development.

# Effective communication and external relationships

1. Ensure the work of the Membership Services Team meets high quality standards and performance targets
2. Proactively represent the organisation in all areas of its activity to external audiences and facilitate a positive corporate image
3. Support the Membership Services Team Manager in managing the political interface with politicians, interest groups, the public and the media
4. Develop and maintain effective communications with other members of staff and the Board to maximize the potential of the Business in the Community Ireland’s objectives

# Management of financial and human resources within the Membership Services Team (MST)

1. Consistently achieve targets on an annual basis and ensure adherence to budget throughout the year
2. Maintain close liaison with the other members of the team and the Membership Services Team Manager for the effective management of all activities
3. Be an effective team member with a commitment to developing and motivating staff and volunteers

# Compliance with statutory responsibilities

Ensure implementation of any legislation or nationally determined policies consistent with our services and activities.

## General and Other Duties

Such other duties, which the Membership Services Team Manager may from time to time require

**PERSON SPECIFICATION**

**Essential Qualifications and Knowledge:**

Education/ Qualification/ Knowledge

* Educated to degree level, preferably in a business/management or environmental related discipline, ideally with a postgraduate specialisation in corporate responsibility, sustainability, sustainable development or related area;

A solid knowledge of environmental and sustainability issues as applied to business including but not limited to climate change, waste management, environmental management systems and certifications, energy management, water scarcity, biodiversity;

* Knowledge of business operations and corporate social responsibility issues that are relevant to Irish companies and internationally, including measurement of non-financial performance, CSR strategy, communications, international and domestic standards and voluntary labels;
* A good applied working knowledge of strategy and operational management and its importance to the successful operation of an organisation and the attainment of its goals;
* Demonstrate a thorough knowledge and understanding of the various business sectoral networks and civil society organisations in Ireland.

Experience

* Minimum of five years work experience in a similar role or significant business experience
* Knowledge of corporate responsibility and sustainability as applied in large businesses, and/or understanding of its application in small to medium sized businesses
* Account management and relationship building experience in a consulting role;
* Strong management and leadership capability and experience;
* Experience of working to and supporting a management committee and its development;
* Extensive project management experience.

Skills/ Personal Attributes

* Excellent research and prospecting skills and experience;
* Highly motivated and enthusiastic;
* Ability to work on own initiative and also as part of a small dynamic team with multiple tasks and conflicting deadlines;
* Client-driven attitude;
* Ability to work to deadlines and have excellent time management skills;
* Excellent oral, written and presentation skills;
* Excellent networking and facilitating skills;
* Computer literate and fully conversant with the Microsoft Office suite;
* Prepared to travel as necessary in accordance with the fulfilment of the job description;
* Prepared to attend evening events and functions from time to time outside office hours in accordance with the fulfilment of the job description;
* A full driving license and access to a car for the purposes of fulfilling the responsibilities relating to the job of BITCI Consultant;
* Honest, professional and committed to the values of Business in the Community Ireland.

**Desirable:**

* Knowledge of community development, and how the business and the community/NGO sectors can work together particularly in regard to employee engagement programmes
* Experience in corporate responsibility/sustainability reporting and communications with ideally expertise in application of the GRI guidelines or other relevant standards
* Awareness of stakeholder engagement processes
* Knowledge of sustainable procurement principles and best practice
* Understanding of environmental management issues in the context of business development
* Experience in event management