

Business in the Community Ireland, the leading business network on sustainable and responsible business practice, is seeking to recruit two Advisers to join their corporate responsibility and sustainability expert team.

Introduction

Business in the Community Ireland supports and engages business to accelerate their transition to more sustainable and inclusive business models.

Our Purpose:

Business in the Community Ireland enables business to be sustainable and profitable through independent and influential expertise

We inspire business with future-fit thinking, management systems, a forum for collective action and impact programmes to bring about social cohesion and a low carbon economy

Helping to drive businesses that are seen nationally and internationally as fair and a force for good

Overview

Job Title:	CSR/Sustainability Adviser
Contract Type:	Full time – 35 hours per week; 1 Year fixed term contract with a view to permanency
Office Location:	Dublin, with a degree of travel (mainly in Ireland) to client locations
Responsible to:	Head of Advisory Services
Salary range:	€40,000- €50,000 and dependent on experience level

Please note that you must hold current eligibility to work in Ireland to be considered for the role.

Job Purpose: Develop and implement Business in the Community Ireland’s Strategy with specific responsibility for working with member companies on embedding responsible and sustainable business practices across the organisation.

As a BITCI Adviser, you have the opportunity to influence and support some of Ireland’s leading companies on their sustainability and CSR strategies & programmes, and be a leading expert and change maker for business.

What responsibilities do Advisers have?

Advisers drive member engagement in the network, and are responsible for service delivery and relationship management with our member companies. Every Adviser delivers a defined core range of services to members (with on-the-job induction provided), and in addition every Adviser is required to be a specialist lead and in-house expert in at **least one critical area** of the business sustainability and CSR.

- Manage a portfolio of member companies and as their relationship manager:

- lead and support a process of continuous improvement and business change within the company, guiding them through their sustainability journey and interacting with senior staff
- secure on-going engagement of the company with network activities & programmes, and ensure company views BITCI as a valued, trusted partner e.g. company's take-up rate of services, participation levels in events & projects
- Design and deliver one-to-one services to support companies with their corporate responsibility and sustainability strategies and programmes; services include provision of strategy development workshops, business analysis & reviews, materiality assessment, programme planning
- Deliver advisory services to support the implementation by companies of the Business in the Community Ireland's *Business Working Responsibly Mark*, a third party certified management systems standard based on ISO 26000
- Identify, design and deliver collaborative projects to support member companies to fulfil their sustainability & CSR goals
- Research, design and deliver training workshops on corporate responsibility and sustainability suitable for senior business leaders, specialists and practitioners from member companies
- Identify and develop partnerships with relevant stakeholders to support delivery of services to member companies
- Represent the organisation externally through speaking, writing articles, government meetings/submissions and media engagement

Experience, Qualifications and Knowledge

Essential:

- Educated to degree level (or with equivalent experience) preferably in business or sustainable development or related discipline; ideally hold a postgraduate specialisation in corporate responsibility, sustainability or related area
- Minimum of five years' experience of working directly with business or in business advisory organisations; ideally in corporate responsibility or sustainability or a related function
- Experience in account management and client relationship management in an advisory role
- Understanding of the trends driving sustainability in the context of business models, and an appreciation of the advisory services and projects that can support businesses
- Knowledge of corporate responsibility and sustainability as applied in large businesses; ideally with familiarity of ISO26000

Desirable:

- Experience of delivering strategy design and implementation processes for large businesses, and embedding change
- Experience of applying best practice standards including relevant ISO standards
- In-depth expertise in at least one critical area of business sustainability, and presently priority areas of expertise include:
 - strategy development including materiality assessments
 - workplace diversity & inclusion

- corporate responsibility/sustainability reporting and standards e.g. GRI or other relevant standards
- Knowledge of partnership design and delivery in the context of corporate responsibility strategies for business
- Stakeholder engagement expertise in the context of responsible business practice
- Knowledge of the UN Sustainable Development Goals and its application by business

Skills/ Personal Attributes:

- Ability to work on own initiative and also as part of a dynamic team with multiple tasks and deadlines
- Client-driven attitude and professional demeanour
- Strong analytical skills with the ability to translate insights into actions & recommendations
- Competent presentation, facilitation, research and writing skills
- Highly motivated and enthusiastic
- Computer literate and fully conversant with the Microsoft Office suite
- Committed to the mission and values of Business in the Community Ireland

What we offer:

- Generous Annual leave: 22 days annual leave per year, rising to 26 days after 1 years' service
- PRSA: Option to join the Company's PRSA scheme after six months' service
- Flexible working practices
- Training and Development Opportunities
- Volunteer days: two days paid leave per annum to be spent volunteering in the community and voluntary sector
- Access to our Employee Assistance Programme
- Cycle to work scheme
- Tax saver commuter scheme

If you are interested in applying for this role, please e-mail your CV and covering letter to careers@bitc.ie

Business in the Community Ireland is an equal opportunities employer and promotes a policy of continuous personal and professional development among its staff.

Business in the Community Ireland has a policy of interviewing candidates with disabilities who meet the essential criteria.