



Job Advert

CSR / Sustainability Adviser – Environmental Lead

Business in the Community Ireland (BITCI) is a movement for sustainable change in business. In a dynamic and changing environment, sustainable businesses are successful businesses.

Our Purpose:

Our purpose is to inspire and enable businesses to bring about a sustainable, low carbon economy and a more inclusive society where everyone thrives.

We are the trusted advisers in sustainability and corporate responsibility.

By facilitating forums for reflection and action, we ensure that businesses anticipate and are ready to meet the current, pressing challenges of climate change, the pipeline of talent as well as the issues of social inclusion, diversity and accountability.

Overview**Job Title:**

CSR / Sustainability Adviser – Environmental lead

Contract Type:

Full time – 35 hours per week

Office Location:

BITCI is flexible on location as the role can be carried out remotely, with flexibility to travel to head office in Dublin and visit client company sites throughout Ireland.

Salary range:

€40,000 to €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

The role of the CSR / Sustainability Adviser is to implement Business in the Community Ireland's Strategic Plan in relation to working with major 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.

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 expert in at least one critical area of the business sustainability and CSR. The Environmental Lead is responsible for defining, alongside colleagues, the service offering to ensure member companies engage in a meaningful transition to a low carbon economy.

Core Responsibilities

- Manage a portfolio of member companies and as their key 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 within network activities & programmes, and ensure the company views BITCI as a valued, trusted partner e.g., company's take-up rate of services, participation levels in events & projects.
- Deliver advisory services (with a particular focus on BITCI's sustainability strategy and low carbon / environmental services) on a one-to-one basis across a range of corporate responsibility and sustainability issues. In particular, the Environmental Lead:
 - drives the ambition of our CEO-led Low Carbon Sub-Group,
 - steers the work on our high-profile Low Carbon Pledge
 - develops thought leadership on key business and environmental issues.
- Deliver the advisory services that support companies with the implementation of the BITCI's Business Working Responsibly Mark, a certified management system standard based on ISO 26000.
- Design and deliver workshops and events (virtual) on corporate responsibility and sustainability suitable for senior business leaders, specialists, and practitioners from member companies.
- Design and implement the annual activities of the Leaders' Group on Sustainability Low Carbon Sub-group, including the production of the annual Low Carbon Pledge report, B2B network events, government engagement including submissions, thought leadership.
- Enable detailed / scientific discussions (at all levels - SLTs, Environment departments, within member companies) on the Low Carbon Agenda and wider Environmental issues (how they interlink) and how they will impact your business.

Experience, Qualifications and Knowledge

Essential:

- In-depth expertise on the Low Carbon agenda and wider environmental areas and how it relates to business sustainability.
- A detailed understanding of supporting business on their low carbon/decarbonisation journey. This must include Carbon Footprinting (All Scopes); Science-Based Target setting; Making Net-Zero commitments; Carbon Reporting and Communication.
- Understanding of the behavioural changes needed to support business achieve the above and move towards a low carbon economy.
- A thorough knowledge of Sustainability and Corporate Responsibility, developed through relevant Degree/Masters in a relevant discipline, and/or through relevant experience within industry and/or non-profit/NGOs.
- Minimum of five years' experience of working directly with business, or in business advisory organisations, in a sustainability or related function.

Desirable:

- Knowledge of corporate responsibility and sustainability as applied in large businesses, ideally with familiarity of ISO26000 and related standards.
- Experience in corporate responsibility/sustainability reporting and standards
- Experience and knowledge of audit processes and management
- Experience in account management and client relationship management at senior level in an advisory role

Skills/ Personal Attributes:

- Ability to work on own initiative and as part of a small dynamic team with multiple tasks and deadlines.
- Client-driven attitude and professional demeanor
- Work to high degree of attention to detail and thoroughness
- Strong analytical skills with the ability to synthesize key insights into actions and recommendations.
- Excellent presentation, facilitation, research and writing skills.
- Strong time and project management skills
- Highly motivated and enthusiastic
- Computer literate and fully conversant with the Microsoft Office suite
- Committed to the values of Business in the Community Ireland

What we offer:

- Generous Annual leave: 22 days annual leave per year pro rata, rising to 26 days after 1 year
- 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.
- TaxSaver commuter scheme
- Supports to set-up home office and provision of all necessary IT infrastructure for remote working.

If you are interested in applying for this role, please email your CV and covering letter to [Thérèse Donovan careers@bitc.ie](mailto:Therese.Donovan@bitc.ie) by 6th August 2021.

*Please include **CSR / Sustainability Advisor Recruitment** in the subject line of your email.*

Business in the Community Ireland is committed to creating a diverse environment and is proud to be an inclusive employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or socio-economic status.