



Job Advert

Sustainability / CR Adviser

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:** Sustainability/ CR Adviser
- Contract Type:** Full time – 35 hours per week
- Office Location:** BITCI head office is in Dublin; for duration of the contract, mainly remote/virtual working with some travel within Dublin and nationally expected.
- 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 Sustainability/ CR 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. You will be responsible for defining, alongside colleagues, the service offering to ensure member companies are responsible businesses.

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 (such as strategy development, programme evaluation and business analysis) on a one-to-one basis across a range of corporate responsibility and sustainability issues.
- Identify, design and deliver collaborative projects to support member companies to fulfil their goals.
- 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 (in person/hybrid/virtual) on corporate responsibility and sustainability suitable for senior business leaders, specialists, and practitioners from member companies.
- Represent the organisation externally through speaking, writing articles, government meetings/submissions and media engagement.
- Identify and develop partnerships with relevant stakeholders to support delivery of member services.

Experience, Qualifications and Knowledge

Essential:

- In-depth expertise in and a thorough knowledge of Sustainability and Corporate Responsibility, developed through a third level degree, or a similar qualification 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 corporate responsibility or sustainability or related function
- Experience in account management and client relationship management in an advisory role at senior level
- Thorough understanding of the trends that underpin long term business models and their relevance and application into advisory services and projects
- Excellent working knowledge of Microsoft Office

Desirable:

- Ideally hold a postgraduate specialisation in corporate responsibility, sustainability, or related area
- 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 one to two critical areas of business sustainability, for instance sustainable procurement, human rights, workplace diversity & inclusion
- Experience in corporate responsibility/sustainability reporting and standards including application of the 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 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](mailto:Therese.Donovan@bitc.ie) careers@bitc.ie by 11th Feb 2022.

*Please include **Sustainability/ CR Adviser 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.