

Job Title	Environmental Sustainability Manager
Job Level	TBC
Location	Chilcomb
Workstream	Programming
Function	Projects
Line Manager	Head of Projects
People Leadership	None
Diversity & Inclusion	
We are committed to promoting equality and diversity and a culture that actively values difference.	
Role Purpose	
To lead the implementation of the environmental action plan and further development of environmental sustainability policies and practices in support of the trust's strategic objectives of being carbon neutral by 2030.	
Responsibilities	
<ul style="list-style-type: none"> ▪ Implements the trust's environmental action plan to ensure that projects are delivered, and targets are met. ▪ Advises and trains colleagues on environmental sustainability to further develop the trust's sustainability processes, policies and strategies and ensure alignment and amplification of the trust's mission and purpose. ▪ Provides regular updates, briefing papers and progress reports to the Capital Project Manager, Leadership Team and Board of Trustees to ensure robust governance. ▪ Collects and collates technical data from across the trust to meet environmental management certification requirements and complete and submit all relevant reports and data requests. ▪ Inspire, develops and empowers a network of internal stakeholders to support the delivery of the action plan, maintaining links and facilitating communications across venues. ▪ Identifies opportunities for collaborative partnerships and initiatives with community, social and environmental organisations to maximise positive impact. ▪ Works closely with the marketing and communications team to develop and maintain internal and external communications around climate change and promoting celebration of our environmental successes. ▪ Represents the trust at climate action-related industry, stakeholder and partner events, webinars and meetings as appropriate. ▪ Actively pursue and secure external funding opportunities that will help in achieving our climate action agenda. ▪ Support any other duties as required. 	
Experience, Skills and Qualifications:	
<u>Essential:</u>	
<ul style="list-style-type: none"> ▪ Demonstrable experience in implementing environmental action plans ▪ Significant experience of project management delivery in a change management setting ▪ Excellent interpersonal and communication skills ▪ Demonstrable experience in stakeholder management skills ▪ Experience of delivering training and providing guidance in the workplace ▪ Experience of developing organisation sustainability policies and strategies ▪ Knowledge of Sustainability Development Goals and experience of implementation at local levels 	
<u>Desirable:</u>	
<ul style="list-style-type: none"> ▪ Experience of working with environmental data ▪ Experience of providing environmental training to different stakeholders 	

<ul style="list-style-type: none"> ▪ Grant bid writing ▪ Experience of writing for general audiences ▪ Sector knowledge of museums, heritage, arts and culture ▪ Experience of budget management ▪ Experience of monitoring, evaluation and learning 	
<p>Adhering to Principles and Values</p> <ul style="list-style-type: none"> ▪ Upholds ethics and values ▪ Demonstrates integrity ▪ Promotes and defends equal opportunities, builds diverse teams ▪ Encourages organisational and individual responsibility towards the community and the environment 	<p>Persuading and Influencing</p> <ul style="list-style-type: none"> ▪ Makes a strong personal impression on others ▪ Gains clear agreement and commitment from others by persuading, convincing and negotiating ▪ Promotes ideas on behalf of self or others ▪ Makes effective use of political processes to influence and persuade others
<p>Presenting and Communicating Information</p> <ul style="list-style-type: none"> ▪ Speaks clearly and fluently ▪ Expresses opinions, information and key points of an argument clearly ▪ Makes presentations and undertakes public speaking with skill and confidence ▪ Responds quickly to the needs of an audience and to their reactions and feedback ▪ Projects credibility 	<p>Writing and Reporting</p> <ul style="list-style-type: none"> ▪ Writes clearly, succinctly and correctly ▪ Writes convincingly in an engaging and expressive manner ▪ Avoids the unnecessary use of jargon or complicated language ▪ Writes in a well-structured and logical way ▪ Structures information to meet the needs and understanding of the intended audience
<p>Applying Expertise and Technology</p> <ul style="list-style-type: none"> ▪ Applies specialist and detailed technical expertise ▪ Develops job knowledge and expertise through continual professional development ▪ Shares expertise and knowledge with others ▪ Uses technology to achieve work objectives ▪ Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity ▪ Demonstrates an understanding of different organisational departments and functions 	<p>Planning and Organising</p> <ul style="list-style-type: none"> ▪ Sets clearly defined objectives ▪ Plans activities and projects well in advance and takes account of possible changing circumstances ▪ Identifies and organises resources needed to accomplish tasks ▪ Manages time effectively ▪ Monitors performance against deadlines and milestones.

Values		
 <p>CONFIDENCE</p> <p>We have the courage to aim high and think differently</p>	 <p>CREATIVITY</p> <p>We are imaginative, resourceful and flexible in what we do and how we do it</p>	 <p>EXCELLENCE</p> <p>We aspire to the highest standards in everything we do</p>
 <p>RESPONSIBILITY</p> <p>We are all responsible for the success of the trust, as individuals and together</p>	 <p>TEAMWORK</p> <p>Through working collaboratively, we inspire our people to make their best contribution, share knowledge and celebrate our achievements</p>	 <p>RESPECT</p> <p>We are considerate, respectful and understand each other's similarities and differences</p>

Created by:	Caroline Johnson	Date:	September 2021
HR Review by	Anne Horn	Date:	September 2021