







<b>Job Title</b>	Environmental Sustainability Manager
<b>Job Level</b>	TBC
<b>Location</b>	Chilcomb
<b>Workstream</b>	Programming
<b>Function</b>	Projects
<b>Line Manager</b>	Head of Projects
<b>People Leadership</b>	None
<b>Diversity &amp; Inclusion</b>	
We are committed to promoting equality and diversity and a culture that actively values difference.	
<b>Role Purpose</b>	
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.	
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>▪ Implements the trust's environmental action plan to ensure that projects are delivered, and targets are met.</li> <li>▪ 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.</li> <li>▪ Provides regular updates, briefing papers and progress reports to the Capital Project Manager, Leadership Team and Board of Trustees to ensure robust governance.</li> <li>▪ 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.</li> <li>▪ Inspire, develops and empowers a network of internal stakeholders to support the delivery of the action plan, maintaining links and facilitating communications across venues.</li> <li>▪ Identifies opportunities for collaborative partnerships and initiatives with community, social and environmental organisations to maximise positive impact.</li> <li>▪ 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.</li> <li>▪ Represents the trust at climate action-related industry, stakeholder and partner events, webinars and meetings as appropriate.</li> <li>▪ Actively pursue and secure external funding opportunities that will help in achieving our climate action agenda.</li> <li>▪ Support any other duties as required.</li> </ul>	
<b>Experience, Skills and Qualifications:</b>	
<u>Essential:</u>	
<ul style="list-style-type: none"> <li>▪ Demonstrable experience in implementing environmental action plans</li> <li>▪ Significant experience of project management delivery in a change management setting</li> <li>▪ Excellent interpersonal and communication skills</li> <li>▪ Demonstrable experience in stakeholder management skills</li> <li>▪ Experience of delivering training and providing guidance in the workplace</li> <li>▪ Experience of developing organisation sustainability policies and strategies</li> <li>▪ Knowledge of Sustainability Development Goals and experience of implementation at local levels</li> </ul>	
<u>Desirable:</u>	
<ul style="list-style-type: none"> <li>▪ Experience of working with environmental data</li> <li>▪ Experience of providing environmental training to different stakeholders</li> </ul>	

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

**Values**

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