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| **Role title** | Head of Sustainability |
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| **Department** | Sustainability |
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| **Business unit or function** | Marketing and Sustainability |
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| **Role reports to** | Sustainability and Marketing Director |
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| **Roles managed** | Climate Programme Manager, other roles TBA |
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| **Purpose of the role** |
| Embed sustainability at the heart of the organisation  |
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| **Accountabilities of the role** |
| * Create, implement and evolve the sustainability vision and strategy. With the support of the Board of Directors, establish the strategic direction (including ESG frameworks) and have overall responsibility for sustainability programmes and workstreams, embedding sustainability into commercial, operational and supply chain practices. Act as the senior subject matter expert on sustainability, natural and social capital, circularity, climate change and carbon emissions
* Set strategic sustainability roadmaps and policies using data to develop short, medium and long-term targets. Manage the performance of all sustainability workstreams
* Work with key stakeholders in other departments and Business Units to embed sustainability and empower the business to take a proactive approach to sustainability
* Oversee the development, collation and delivery of internal and external sustainability reporting including annual sustainability reports
* Regularly update the Senior Leadership Team on performance
* Monitor emerging global trends in sustainability, innovation and regulation and develop strategies to maximise opportunities and minimise risk
* To devise innovative ways to incorporate sustainability into regular operations, determining how to reduce the organisation’s environmental impact while maintaining our business’s ability to provide the highest quality products / services and grow profitability
* Oversee implementation of a robust certification process ensuring rigorous transparency and compliance
* Contribute to the development of circularity from concept (design) to end-of-life
* Recruit and manage a team of technical and subject matter experts who collaborate across functions to progress sustainability initiatives. Support with the development of team members; coaching and fostering a passionate, inquisitive, and engaged workforce. Manage and coordinate training and induction programmes.
* Manage sustainability investment department budget
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**Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Ability to foster and maintain collaborative relationships across departments and geographies | X |  |
| Ability to problem-solve and manage multiple priorities | X |  |
| Excellent communication and presentation skills, strong attention to detail. Ability to communicate technical facts and figures to meet the needs of all stakeholders / regulators | X |  |
| Understanding of key sustainability / ESG issues affecting business | X |  |
| Knowledge of key sustainability tools / methodologies / frameworks (e.g. SDGs / BREEAM / SBTi / TCFD / B Corp / etc.)  | X |  |
| Proven record of establishing and delivering sustainability strategy, programmes and targets | X |  |
| Build effective partnerships with external organisations to support Ethical Trade and sustainability efforts. Able to influence third parties to achieve desired sustainability outcomes |  | X |
| Experience of operating in a complex, commercial environment |  | X |
| Ability to communicate in a West European language (German, Dutch and/or French)  |  | X |
| Knowledge of B Corp assessment and certification |  | X |
| Have a demonstratable passion for sustainability | X |  |
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| **Qualifications** | **Essential** | **Desirable** |
| Sustainability based relevant bachelor’s degree / MBA | X |  |
| Membership to relevant professional body  |  | X |
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| Previous Experience | **Essential** | **Desirable** |
| At least 5 years of experience in a Global / Regional sustainability role (in-house or consulting) | X |  |
| Good understanding and appreciation for a wide range of sustainability / ESG topics | X |  |
| Proficient in communicating technical facts and figures in business language | X |  |
| Experience in using environmental and ESG reporting platforms (e.g. TCFD), frameworks (e.g. B Corp) and environmental systems (e.g. ISO 14001) |  | X |
| Experience of working in FTSE 250 (or equivalently sized) international organisation |  | X |
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| **Organisation Chart** |
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