

# ESG Administrator

## London

### Purpose of Job:

We are looking for an administrator to work within our core team based in London, reporting to the Head of IMS on multiple workstreams.

This is a full-time role supporting our Core team, and national network of offices, coordinating items such as data collection, organising people engagement events and general administration support.

Applicants will ideally have worked in a similar role or as an experienced administrator used to working to tight deadlines with a basic knowledge and interest in Sustainability.

This is a hybrid role which offers opportunities to work from home.

### Duties and Responsibilities:

- + Coordinating, production and administration of data collection relating to our Sustainable and Carbon Reduction targets
- + Assisting with annual reporting to various client portals
- + Assisting with the development and coordination of our annual Partnership-wide Sustainability event
- + Coordinating the development and production of our annual ESG Report
- + Coordinating and engaging with our external partners on the development of our Sustainability Strategy and Action Plan (2025 onwards), and monitoring data and evidence to support the progress of this report
- + Establishing strong working relationships with senior staff, individual business units and other administrators across the Partnership
- + Supporting on the Approved List process
- + Supporting on compliance related areas
- + Coordination of volunteering and charity opportunities across the Partnership

This list is not exhaustive and we would expect the successful candidate to be willing to undertake ad-hoc duties within the team.

### Training Programme requirements:

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training
- + Commit to achieving or maintaining professional status through the relevant professional institution
- + Support the development of team members

Person Specification:

	Essential	Desirable
<b>Knowledge</b>	Sustainability and CSR basic knowledge and interest Work in a methodical way to assist in the administration and production of reports and collecting data Experience of dealing with and building relationships with all levels of an organisation. Development of surveys, and collecting responses	ESG and ISO 14001 principles understanding Knowledge of Adobe In-design
<b>Skills</b>	Experience of co-coordinating across teams and various workstreams Able to produce accurate, clear and well written reports in a timely manner Excellent IT skills including a good working knowledge of Microsoft Office including Word, Outlook, Excel and Powerpoint. Flexible approach to supporting the activities across the UK. Excellent attention to detail. Excellent team working and interpersonal skills. Ability to multi-task and adhere to strict deadlines, good time management. Excellent communication skills and confidence to communicate with all levels of seniority	
<b>Experience, qualifications and prospects</b>	Previous experience of working in a team or admin role in a busy office environment	Experience of working in a standalone admin role. Experience of working in an Engineering consultancy or Partnership environment. Creative writing / copywriting skills.
<b>Attributes and Personal characteristics</b>	Self-motivated and enthusiastic Excellent communicator Accurate Organised Commitment to maintaining high quality standards and excellent attention to detail Willing to learn Discrete when dealing with confidential and sensitive data/information Calm and unflustered when under pressure Flexible attitude to work Proactive team member Works on own initiative and highly self-motivated Approachable and personable Willing to travel to other offices if required	An interest in environmental sustainability in the workplace and home.  An interest in CSR  An interest in Quality