

ESG Administrator

London

Purpose of Job:

We are looking for an administrator to work within our ESG team based in London, reporting to the ESG Manager 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 ESG 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 emissions reduction targets and reporting requirements
- + Assisting with annual reporting to various supplier performance portals
- + Assisting with the development and coordination of our annual Partnership-wide Sustainability event
- + Coordinating the development and production of our annual ESG Report
- + Assisting with the ongoing implementation of actions within our Sustainability Strategy and Action Plan, and recording/monitoring data and evidence to support progress
- + Establishing strong working relationships with senior staff, individual business units and other administrators across the Partnership
- + Supporting on the IMS supplier approval process relating to Scope 3 data collection
- + Supporting in compliance related areas to ensure we meet ESG legislative and reporting requirements
- + Support the ESG Manager to develop our Social Value programme

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
Knowledge	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	Understanding ESG and ISO 14001 principles Knowledge of Adobe In-design
Skills	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	
Experience, qualifications and prospects	Sustainability/ESG background or qualifications, but not essential 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.
Attributes and Personal characteristics	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 Sustainability An interest in Quality