

Environmental sustainability officer

Job Level	3	Job Reference No:	10446
		Role Review Date	08/24
Directorate	Internal Services Directorate	Function	Professional Services
Service		Reports to	Head of Quality

Scale and scope of role

Direct Reports	0	Indirect reports	0
Budgetary responsibility/ accountability	0	Accountable for other resources	0

Context

We help anyone, anywhere in the UK and around the world, to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad prepare for and withstand emergencies in their own communities. And when the crisis is over, we help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

The British Red Cross is dedicated to addressing climate change through various strategic initiatives. This commitment is essential for BRC to stay relevant amid growing environmental challenges, meet stakeholder demands, and safeguard future income. By taking these actions,

BRC aims to reduce its environmental footprint and promote sustainability across the organisation. The purpose of this role is to support the development and implementation of the BRC environmental sustainability strategy including the British Red Cross Green policy.

Key Responsibilities

- Collate, analyse and report Carbon and Quality data.
- Provide support to other BRC departments formulating action plans to meet BRC targets
- Support the BRC to meet external environmental sustainability standards
- Assist with the provision of information in response to queries relating to the BRC Green Credentials.
- Horizon scan to identify technologies, innovations and Carbon reduction initiatives and best practice and communicate these to BRC directorates/ departments.
- Contribute to regular communications promoting initiatives and updating colleagues across the BRC on Sustainability.
- Assist in developing policies, procedures, guidelines and tools incorporating BRC carbon reduction/environmental targets and initiatives.
- Support the BRC champions/ ambassadors in their work driving the reduction in carbon emissions through energy efficiency and environmental sustainability initiatives such as recycling and waste management.
- Maintain regular communication with internal climate adaption teams and actively participate in sector working groups, including the IFRC Green Response Working Group, to ensure we learn from good practice in the Movement and our sector.

Team Member:

- Actively participates in all team meetings.
- Supports other team members.
- Work and behaves in accordance with all BRC policies and procedures and in line with our Values in Action.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamic).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre- engagement checks

Criminal Records

Type of criminal record checks required for this role (please delete as required must leave all 3 check headings on role description)

England and Wales - Disclosure and Baring Service Check (DBS)
> None

Scotland
> None
Northern Ireland
> None

Drivers Checks

> Required No

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Person Specification

	Requirement	Evidence obtained through Shortlisting (S) Interview (I) or Assessment (A)
--	-------------	--

			S	I	A
Knowledge and Skills	Essential	<ul style="list-style-type: none"> • A keen interest in environmental sustainability and an enthusiasm to learn new areas. There is opportunity for the post holder to access a relevant qualification via an apprenticeship. • Effective communication skills to prepare reports and correspondence, liaise with staff at all levels, external contractors, consultants, and external organisations regarding sustainability and carbon reduction. • Good interpersonal skills to establish and maintain effective working relationships with staff at all levels. • Good analytical skills and attention to detail to identify solutions to complex problems. • Well-developed organisational skills to manage workload, respond to priorities, support colleagues in replying to queries. • Competent in using Microsoft Office suite (Word, Excel and PowerPoint, Power BI) • Ability to think innovatively and use own initiative to solve problems • Ability to work to deadlines in a dynamic environment, with changing and competing priorities 		✓	
	Desirable	<ul style="list-style-type: none"> • Awareness of environmental sustainability issues and frameworks • Use of Carbon data management/ reporting systems 	✓	✓	
Experience	Essential	<ul style="list-style-type: none"> • Experience of tailoring written and oral communication to different audiences and channels 		✓	
	Desirable	<ul style="list-style-type: none"> • Experience of working in the charity sector 	✓		

Behaviours Up to 4	<ul style="list-style-type: none"> • Seeking insight – Supports others to make the best use of the information available and drawing on different sources to develop new courses of action. Asks a range of questions, from different sources, to get at the root of a situation or problem and explore possibilities. Does not always stop with the first answer; demonstrates curiosity and tenacity. • Working collaboratively - Creates and maintains a diverse range of long standing, mutually beneficial partnerships: Helps create joined-up collaborative solutions across partners. • Communicating and influencing - Uses appropriate British Red Cross communication tools and channels to deliver multiple messages to a range of stakeholders, clearly and effectively. Provides explanations, raises awareness of issues and sends consistent messages to support progress. • Solutions focused - Supports solutions or proposes alternative solutions with rational, logical and well thought out options. Seeks others' perspectives and involves them in seeking solutions. 		
Additional requirements	Essential	<ul style="list-style-type: none"> • Ensures inclusive practice and promotes diversity 	
	Desirable		

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act) who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.