



Sustainability Manager / Head of Sustainability for the Useful Simple Trust

Location: London (Office but remote working is available)

Salary: £45,000-£65,000 per annum depending on experience including competitive benefits

Hours: Full Time (Part-time Considered)

Contract Type: Permanent

Closes: Friday 12th February 2021

Who We Are

The Useful Simple Trust (UST) is a family of professional design and consultancy practices. Our 60+ talented and committed engineers, architects, designers and strategists work side-by-side creating positive outcomes for our changing environment.

Our four practices Expedition Engineering, Useful Projects, Useful Studio and Thomas.Matthews share space, ideas and experience, and regularly collaborate on a range of high-profile projects in the UK and internationally. Our breadth of experience gives our organisation a depth of inter-disciplinary thinking rarely found in the industry.

As a Social Enterprise, B-Corp and Employee Benefit Organisation we do things differently. Our people are highly motivated and committed because our structure and values mean that our combined success is shared equitably. We share part of our profit and re-invest the rest in research, social and environmental projects. As we are employee owned, with almost everything we do; we do it for the benefit of our people (“beneficiaries”).

The Trust’s stated mission is to “blaze a trail in the field of integrated, intelligent and ethical provision of the human environment”. We want to be at the forefront of tackling the climate and biodiversity emergency through our projects, and through the way we operate our business.

What We’re Looking For

We are looking for an experienced and passionate Head of Sustainability / Sustainability Manager (title dependent on experience) to:

- Lead the Useful Simple Trust’s approach to sustainability – in particular our response to the climate emergency, implementing circular economy principles, and our social value agenda (2 days a week)
- Lead sustainability consultancy projects with external clients (2-3 days a week)

Your role will be imperative in supporting the Useful Simple Trust to be leaders in this area, and improve the way we communicate what we do internally and externally.

The successful candidate will have demonstrated experience in leading sustainability initiatives either within a corporate and/or built environment project context. We are interested in hearing from a range of candidates who may have specialist expertise in either change management, CSR, or more technical expertise such as sustainable materials, science-based targets and whole life carbon analysis.

As an employee benefit trust, we offer a comprehensive benefits package, mentoring support to accelerate learning and plenty of opportunities for advancement. Our people are our biggest assets, we believe in investing and growing our people as much as we do our business.



Key Responsibilities – UST Approach

The successful candidate will lead the UST's approach with the support of a small working group of sustainability champions from across the brands. Key responsibilities include:

1) UST operations

- Develop strategy for positioning the UST as leaders in sustainability and responding to the climate emergency
- Measure and report environmental impacts/performance of UST operations in line with B-Corp requirements
- Develop proposals to adapt cross-brand and UST operating routines and behaviours to respond to the climate and biodiversity emergency

2) Building expertise

- Coordinate upskilling and knowledge sharing events of all beneficiaries with regards to sustainability (i.e. Useful Tuesday, workshops, webinars, training)
- Become the internal point of contact for all activities and internal experts around sustainability across the Trust
- Support the preparation of materials for sharing our work in sustainability externally (events, websites, social media, etc)
- Initiate and support the development of tools as well as design/process innovations
- Be a go-to person for knowledge on UST-sustainability or know where the knowledge sits within the practice

3) UST project support

- Provide technical sustainability support to our engineering, design and consultancy projects
- Identify innovation opportunities, programmes and potential partners
- Measure and report on project impacts for use on bids and marketing material and in accordance with B-Corp assessment requirements

Key Responsibilities – Leading sustainability consultancy projects with external clients

The successful candidate will also lead sustainability consultancy projects with external clients, which might include sustainability strategies for organisations, buildings, masterplans and infrastructure projects. Key responsibilities will include:

- Leading or contributing to business development activity including tender responses and direct proposals.
- Leading delivery of sustainability consultancy projects with the support of a Director and project team.



Attributes

Professional qualifications and core knowledge

- Bachelor's or Master's degree in environment, sustainability, engineering or related discipline
- Chartered or advanced qualifications in your discipline
- Core knowledge of corporate sustainability best practice
- Demonstrated knowledge in sustainable design principles and/or use of science-based targets
- Change management/management consultancy experience

Consultancy skills

- Clear professional experience in developing and implementing sustainability strategies and driving change within an organisation
- Ability to communicate effectively to stakeholders at all levels
- Excellent organisation and project management skills
- Strong analytical and research skills
- Delivery of high-quality technical advice, reports, case studies, presentations and training materials, etc.
- Client facing skills including expert support during design team meetings and business development
- Take a thoughtful approach to their work and embrace creative approaches to delivery
- Experience in understanding opportunities in relation to sustainable development

Personal Attributes

- Proactive approach
- Team player, we encourage our people to work together
- Good sense of humour
- Passionate about building a better future

What we offer

- Competitive salary
- Comprehensive pension scheme
- Flexible working including 9-day fortnight scheme
- Private medical insurance with access to WeCare 24/7 GP access
- Life Assurance
- Cycle to work scheme

This vacancy closes on Friday 12th February 2021. Please submit your covering letter and CV to Yasemin Ali yasemin.a@usefulsimple.co.uk

Should your application be shortlisted for interview, you will be contacted within 10 days of the closing date. Due to the volume of applicants, only shortlisted candidates may be contacted.

This application may require applicants to respond to a few selection criteria to demonstrate suitable competencies and experience against the role. In addition, a form of assessment or presentation following the first interview may be requested. Any reasonable adjustments required will be met.

If you have any queries regarding the vacancy or the application process, please contact Yasemin Ali yasemin.a@usefulsimple.co.uk.

Useful Simple Trust is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.