

## Sustainable Business Partnership CIC

Brighthelm Centre, North Road, Brighton, BN1 1YD ♦ 01273 964239  
[www.sustainablebusiness.org.uk](http://www.sustainablebusiness.org.uk) ♦ [info@sustainablebusiness.org.uk](mailto:info@sustainablebusiness.org.uk)



## Job Description - Project Officer

<b>Salary:</b>	£21,000 per annum
<b>Main location:</b>	Brighton office
<b>Hours:</b>	Full time – 37.5 hours per week. The company operates flexi time to accommodate family responsibilities by arrangement with management. Occasional out of hours working for early morning & evening events is required.
<b>Contract:</b>	Fixed term contract – 2.5 years (possibility of extension) 3 month probation.
<b>Accountability:</b>	Programme Manager

Approximately 90% of this role is funded by the European Regional Development Fund as part of the UTILISE Plus project. Tasks undertaken for the project are marked with an asterisk (\*).

### Sustainable Business Partnership CIC

The Sustainable Business Partnership CIC is a not-for-profit company that works with:

- Businesses, social enterprises and public sector organisations to help them reduce costs and environmental impact through improving resource efficiency.
- Organisations in the environmental and low carbon sectors to help them develop their businesses and create a local, low-carbon economy.

We run workshops and networking events, and offer energy audits, Environmental Management Systems support and wider sustainable business consultancy services.

We co-ordinate the Sustainable Business Network which links like-minded, environmentally committed businesses to share ideas and build working relationships through regular networking events. Launched in 2009, the Network has over 1,500 members.

### UTILISE Plus

UTILISE Plus is a new, exciting 2.5 year project to help businesses and social enterprises in Sussex, Surrey and Croydon be more energy efficient. It offers workshops, knowledge-building and networking events, energy audits and an energy efficiency grant scheme. It is funded by the European Regional Development Fund.

The Sustainable Business Partnership CIC is looking for a Project Officer to help deliver UTILISE Plus and other projects. They will work alongside the Managing Director, Programme Manager and Energy Auditor.

It will be a varied role and a typical week may include arranging a networking event, meeting project stakeholders, assessing grant applications, designing a marketing campaign and completing project administration. Joining a small friendly team, where everybody has the opportunity to make a real impact, you'll play a key part in ensuring the successful delivery of UTILISE Plus and the growth of the company as a whole.

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## Responsibilities:

### Project Management & Delivery

- Manage the Best Practice Discount Scheme, part of the UTILISE Plus project \*
- Plan and lead follow-up with UTILISE Plus project beneficiaries to quantify greenhouse gas emissions reductions achieved and other benefits \*
- Co-ordinate delivery of Energy Audits and Energy Efficiency Healthchecks with the Energy Auditor and Programme Manager \*
- Liaise with the UTILISE Plus project Strategic Partners; update on project progress, identify opportunities for the project in their areas and arrange partner meetings \*
- Collate supporting documentation for claims to the Managing Authority for delivery of the UTILISE Plus project, e.g. timesheets, support diaries, event registers \*

### Event Management

- Arrange a varied programme of events, speakers and venues \*
- Organise venues and catering, and lead event day tasks, e.g. set-up, venue liaison \*
- Take enquiries, bookings and payments \*
- Some event facilitation and presentation, e.g. introducing speakers, leading Q&A sessions

### Marketing

- Promote the company and its projects, e.g. email campaigns, social media, networking \*
- Develop a strong media presence for the company and its projects, e.g. press releases, blogs and via partner organisations \*
- Draft project reports and case studies \*
- Update the company website \*
- Co-ordinate the Sustainable Business Network

### Administration

- General company and office administration and answering general enquiries
- Answer basic Environmental Helpline requests
- Project administration, follow-up and reporting \*
- Co-ordinate the company Steering Group & maintain the company database

Any other duty as required by the Managing Director and Programme Manager, commensurate with the post.

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### Person Specification

The Sustainable Business Partnership CIC is looking for a positive and enthusiastic team member who can demonstrate:

- Excellent attention to detail
- Excellent written and oral communication skills
- The ability to effectively manage a varied workload and meet deadlines, even when working under pressure
- Adaptability, self-motivation and the ability to work on your own initiative
- Good interpersonal skills and confidence in communicating with a range of stakeholders
- Working knowledge of social media for communications and promotion
- Creativity - the ability to write engaging copy and design professional looking and effective promotional materials
- Experience maintaining a database and compiling mailing lists
- Good IT skills including Microsoft Office and managing and maintaining websites

The following skills and experience are desirable:

- Experience working with a range of public and private sector organisations
- Experience organising and managing events
- Experience managing small budgets
- Knowledge of European Regional Development Fund requirements
- An interest in energy efficiency and business sustainability issues
- Full driving licence and access to a car for occasional travel to sites without public transport

### Applications

If you would like to apply for this position please send your CV with a covering letter explaining why you want the job and how you meet the requirements of the person specification to [louise@sustainablebusiness.org.uk](mailto:louise@sustainablebusiness.org.uk).

Applications must be received by midnight on Sunday 25<sup>th</sup> June.

First round telephone interviews are planned for w/c 26<sup>th</sup> June.

Second round interviews at our Brighton office are planned for Wednesday 5<sup>th</sup> July.