APPLICATION PROCESS & BENEFITS

**Applications should be in the form of a tailored CV and cover letter that clearly addresses the criteria detailed on the Person Specification.**

Email your CV, cover letter and completed Employee Monitoring form to: [karen.wright@bitcni.org.uk](mailto:karen.wright@bitcni.org.uk)

**The closing date for receipt of applications is on Wednesday 10 April at 12:00 pm.**

Diversity and Inclusion

Business in the Community embraces, respects and values the difference in its employees and is committed to creating and maintaining an inclusive environment that consists of fairness, dignity, and caring for everyone, and one that enables every employee to flourish and realise their potential.

Recruitment

Business in the Community is committed to equality of opportunity and welcomes applications from a wide range of candidates. Our recruitment policy, which includes recruitment of ex-offenders is available on request from HR.

Access NI Application Guidance notes are also available on request from HR.

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| **What are the benefits of working at BITC?** | | |
| **What are my hours?** | The standard working day is 09:00-17:00 with an hour for lunch each day. Flexible arrangements are possible. | |
| **How much holiday do I get?** | Annual leave starts at 25 days per year and after 5 years it goes up 1 day per year until you have 30 days per year. | |
| **Will you help me develop?** | We provide ongoing learning and development for everyone at BITC. | |
| **Are there financial benefits?** | We offer an interest free season ticket loan; we also offer membership to the HMRC cycle hire scheme across the UK. | |
| **Will I be able to save for a pension?** | Yes, we operate a group personal pension scheme. On successful completion of the probation period, BITC will contribute up to 6% of salary and the individual contributes a minimum of 2.5%. We operate this as a salary exchange and BITC also contributes the resulting NI saving into your pension. | |
| **What if something happens to me?** | Payment of four times the annual salary will be paid to the estate of any individual in the event of death while they are employed at BITC. | |
| **On completion of a satisfactory probationary period, we offer staff the following:** | | |
| **What about my wellbeing?** | | On successful completion of the probation period, we offer membership of Westfield Health with Business in the Community paying Level 1 membership for all employees with the option for staff to upgrade their level. |
| **Perks** | | Perks is an online employee benefits platform that works with great retailers to provide market-leading offers and discounts to UK employees. |

JOB DESCRIPTION

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| **Role** | Environmental Officer |
| **Department** | Environmental Sustainability |
| **Location** | Bridge House, Belfast |
| **Reports to** | Head of Environment |
| **Contract** | Maternity cover 9-12 months subject to extension / Full-time (part-time hours will be considered) |
| **Salary** | £23-25k depending on experience |

Who we are?

We exist to build healthy communities with successful businesses at their heart. Business in the Community (BITCNI) – the Responsible Business Network in Northern Ireland – is a business-led membership organisation made up of progressive businesses of all sizes who understand that the prosperity of business and society are mutually dependent.

In the spirit of being a responsible business, our members are signed up to:

**Being the best, they can** be in delivering social, environmental and economic sustainability across all areas of their business.

**Join with other businesses** to bring together their collective strength and be a force for good.

What we do

We set a course for responsible business.

We use our CORE responsible business framework to guide members on a journey of continuous improvement, working across the whole responsible business agenda. From community engagement to employment, diversity and climate change, we offer expert advice and specialist resources, driving best practice by convening, sharing learning and recognising great performance across our influential Network.

Through participation in Business in the Community’s ground-breaking campaigns and programmes, businesses can collaborate and help to bring about lasting change on a wider scale which benefits both business and society.

Purpose of Job

The primary focus of this role includes establishing and overseeing environmental initiatives such as the Climate Action Pledge, as well as developing resources, and guidance for businesses in Northern Ireland. The emphasis lies in empowering and guiding businesses to effectively address significant environmental challenges, particularly in areas like climate change. Responsibilities include identifying specific needs, formulating, and overseeing environmental programmes, and developing resources, and providing advice tailored to the needs of our members.

Main Responsibilities / Accountabilities

1. To support the development and implementation of Business in the Community NI’s Environmental Sustainability strategy and to deliver against agreed objectives, targets and goals to maximise business engagement in this work stream.
2. To support the Head of Environment in delivering on your team’s strategic goals, including the delivery of key campaigns, such as Business Action on Climate, with a focus on organising and coordinating the Climate Action Pledge reporting and providing support in the delivery of the Climate Action Programme.
3. To manage relationships with existing member companies and recruit new companies to participate in the environmental stream and wider Business in the Community activities.
4. To work alongside our members to support them in continuous improvement and organise and deliver events and projects that promote environmental excellence.
5. To support partnerships and strategic alliances and strengthen existing relationships with key stakeholders, like-minded organisations and government agencies and to help identify opportunities to work together.
6. To establish and maintain appropriate networks to ensure familiarity with key issues, policies, legislation, initiatives and funding arrangements relevant to your work stream.
7. To review, monitor and evaluate all programmes and initiatives with a key focus on risk management and minimisation.
8. To ensure effective recording of environmental events and programme engagement through databases and spreadsheets.
9. To support the team in identifying and securing new funds for our Environmental Sustainability work including contributing to funding bids. To adhere to all Business in the Community financial procedures to ensure the timely receipt of income and an efficient and cost-effective approach to our work.
10. To contribute actively and positively as a member of the BITCNI team.

Key requirements

### Provide Quality Services

To support the development and delivery of Business in the Community’s Environmental Sustainability programmes and initiatives.

### Plan Effectively

To plan and implement an effective programme of activities and initiatives to engage companies in the environmental agenda and deliver on this strand of Business in the Community’s strategy.

### Use Resources Efficiently

To effectively utilise existing resources and lead in securing new resources to meet team objectives.

### Promote Effective People Management

To positively prepare for, and contribute to, your supervision and appraisal and to assume line management responsibility as appropriate if the need arises.

### Develop Self and Others

To assume responsibility, in conjunction with your line manager, for identifying your own training and development needs.

### Promote Teamwork

To contribute to effective team working as part of the Environmental Sustainability Team, Relationship Management Team and the wider Business in the Community team.

### Communicate Effectively

To liaise effectively with other teams and external bodies in conjunction with your line Manager. To represent Business in the Community as a spokesperson on your area of expertise when appropriate.

### Promote Health, Safety and Security

To contribute to the promotion of health, safety and security within your workplace.

### Promote Diversity and Equality of Opportunity

To actively promote equality of opportunity, anti-discriminatory practise, diversity, individual rights and choice in all respects of your work.

The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

**Special working conditions**

We currently operate a hybrid working policy, incorporating home-based and office time. This may be subject to review. For this role, it is currently anticipated that 2 days per week will be spent in the office and that may change depending on the needs of the role. In the initial induction stages, the post holder may be required to work from the office additional days each week. Home working will require the appropriate desk/working set-up in line with health and safety guidelines which will be outlined at induction.

Full driving licence and access to a car OR access to a form of transport for business use as travel across Northern Ireland will be necessary as required in this role.

You may be required to attend occasional evening and early morning events and some travel may also be involved.

Diversity and Inclusion

Business in the Community embraces, respects and values the difference in its employees and is committed to creating and maintaining an inclusive environment that consists of fairness, dignity, and caring for everyone, and one that enables every employee to flourish and realise their potential.

PERSON SPECIFICATION

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| **Experience** | Proven track record of working with business people, managing your own workload and having the ability to work on your own and as part of a team |
| **Essential Skills** | * Two years’ recent relevant experience linked to environmental and climate issues. * High standard of communication and presentation skills and ability to operate credibly at all levels in the private, government and community sectors and to adapt your approach to suit. * Excellent relationship management skills – networking, negotiating and understanding the priorities of client companies are key features of the role. * Excellent organisational, analytical and project management skills and aptitude for IT. * Full driving licence and car available for business use OR access to a form of transportation which will enable you to meet the requirements of the post in full. |
| **Desirable Skills** | * Third level qualification with an emphasis on environment. |
| **Personal attributes** | * Originality, creativity and an aptitude for lateral thinking are required to tailor advice and action to meet company needs. * The jobholder needs to be a self-starter, have an entrepreneurial approach and be a pragmatic operator. * Integrity, a vision for what is possible, and optimism are all essential, as is a personal alignment with the values of Business in the Community – Passion, creativity, integrity and collaboration. * The ability to communicate to a range of audiences, adapting your style and approach to suit. |

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| **Behaviours** | * Act in accordance with Business in the Community’s values: * Creativity * Passion * Collaboration * Integrity * Recognise the implications of working within a charity * Be enthusiastic and keen to learn and develop * Show commitment to customer service * Give attention to detail and be committed to working to a high standard * Demonstrate a flexible, positive, pro-active and open-mindedness approach to work * Give feedback and support |

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| **Confidential: Employee Monitoring Questionnaire** | | | | | |
| **Position:** |  | | **Ref:** |  | |
| Community background | | | | | |
| We are an Equal Opportunities employer. It is our policy not to discriminate on any grounds including religious belief, political opinion, race, colour, nationality, sex, sexual orientation, marital status, disability and age. We practice equality of opportunity in employment and select the best person for the job.  To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.  Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking in the appropriate box below: | | | | | |
| I am a member of the Protestant community | | | | |  |
| I am a member of the Roman Catholic community | | | | |  |
| I am a member of neither the Protestant nor Roman Catholic community | | | | |  |
| If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/CV. | | | | | |
| Gender | | | | | |
| Please indicate whether you are: | | Female  Male | | | |

**Note:** If you answer these questions about community background and sex you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.