

Sustainability Manager Recruitment Brochure





Welcome to Support Staffordshire

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Introduction

Message from the Chief Executive

Thank you for your interest in working for Support Staffordshire.

Put simply, we want the very best and most talented people to work for us. However, that doesn't mean just those with academic qualifications (though we like them too). It means those who bring experience from all walks of life, in the voluntary sector, from statutory organisations such as councils or the NHS, self-employment and from private business backgrounds. We also really value experience you may have from unpaid voluntary work, being on a committee, a parish council, as an unpaid carer or something else where you have gained skills and experience for life. We want you to perform at your best when applying, and at interview (if we are lucky enough to short list you) – so please just ask if there is anything that is not clear or that you are feeling unsure of.

Joining Support Staffordshire means joining one of the best employers in the county, with family friendly policies and an award-winning commitment to staff health and wellbeing. So, do take a minute to look beyond the salary, as we know working here won't make you a millionaire, but it might offer you priceless other benefits.

If working for us ends up being a match made in heaven you will get the opportunity to make a real difference to the lives of Staffordshire people. Often supporting the most marginalised to get on in life. Giving greater voice to communities and causes that you and others care about. We try our best to live up to our values in all we do, and they genuinely matter to us, so please make sure you read and absorb what they mean to you.

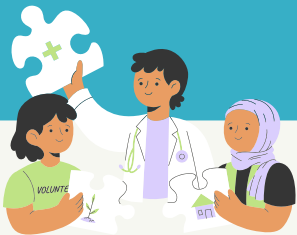
I look forward to seeing how your interest pans out, and meeting the successful candidate soon, so we can keep building a Stronger Staffordshire together.

Yours faithfully

Garry Jones
Chief Executive of Support Staffordshire



Our Values



Community Driven

We believe that people create their own futures together

We **champion** mutual understanding, collective learning & local decision making



Inclusive

We are fair & believe in the potential of everyone

We **support** everyone to achieve their goals, but focus on equity for marginalised people



People Powered

We are positive about people & their talents

We **recognise** everyone's skills, experiences, knowledge, connections, passion & potential



Trusting

We value empathy, integrity, transparency, & respect

We **spend time** & energy building relationships, listening, and collaborating



Ambitious

We are brave, inquisitive, imaginative, & adaptable

We **continuously learn** with communities, leading & dreaming big together



Sustainable

We are all responsible for a healthy & prosperous future

We **ensure** future generations can thrive as we do



Sustainability Manager

Permanent
37 hours a week
£32,000 pro rata

Main base Globe Eco Centre, Uttoxeter, with travel and partial home working

Would you like to join a dynamic, award-winning local charity that helps communities and voluntary organisations to thrive?

We are looking for an experienced and adaptable Sustainability Manager to lead and co-ordinate a varied portfolio of sustainability programmes, partnerships and internal ESG activity across Staffordshire and Stoke-on-Trent.

Working closely with our Chief Public Affairs Officer, you will help shape our strategic approach to sustainability while managing multiple programmes and priorities. These will include community energy, nature-based programmes, sustainability capacity building across VCSE networks, training, engagement and place-based action.

You will be confident moving between strategic development and practical delivery, building effective cross-sector partnerships and ensuring programmes are well managed, financially sustainable and able to demonstrate their impact. You will also provide leadership to staff and volunteers and represent Support Staffordshire within relevant partnerships and networks.

You will bring experience of managing multiple projects or programmes, working with partners from different sectors, managing budgets and resources, and responding flexibly to changing priorities. You will also have a strong understanding of sustainability and the key environmental and social challenges facing Staffordshire and Stoke-on-Trent.

Support Staffordshire is committed to becoming more representative and inclusive of the communities we serve. We particularly welcome applications from people with protected characteristics and from those whose lived experience brings valuable knowledge, skills and perspectives to our work.

To be considered for this position, you will need to complete an Application Form and an Equity, Diversity and Inclusion Monitoring Form. These can be found at the link below, together with the full job description and person specification.

The person appointed will require:
Proof of right to work in the UK
Two satisfactory references

We will review applications as we receive them.
(Interview travel expenses can be paid on completion of an expenses claim form and providing your bank details)



About Support Staffordshire

**A strong & resilient voluntary sector creates a strong, resilient community
Our support enables this · Creating a Stronger Staffordshire**

Our Mission

We deliver the four functions of Local Infrastructure as recognised and promoted by the National Association for Voluntary & Community Action (NAVCA):

1. Volunteering
We empower neighbourhoods and communities
2. Capacity Building
We increase skills & knowledge through great value information, advice & guidance
3. Partnerships & Collaborations
We build resilient networks between charities, public and private organisations
4. Leadership & Advocacy
We are the largest independent voice for voluntary, community and social enterprise organisations (VCSE) in Staffordshire

Our Aims & Objectives

Aim 1: Sustain & Develop the Four Functions of Local Infrastructure

Objective 1.1: Volunteering

- We empower neighbourhoods and communities

Volunteering is integral to thriving communities. We encourage & nurture volunteering opportunities, so that people can build connections & work together on things they care about, driving positive change locally

Objective 1.2: Capacity Building

- We increase skills & knowledge through great value information, advice & guidance

When local voluntary & community organisations have access to practical support, people & communities become more resilient & able to flourish. We provide training, resources & advice to facilitate community development.

Objective 1.3: Partnerships & Collaboration

- We build resilient networks between charities, public and private organisations

We create opportunities for collaborative working by building networks & partnerships between local organisations & strategic partners. Through nurturing these relationships, communities are better equipped in both the development of ongoing projects & times of crisis.



About Support Staffordshire continued

Objective 1.4 – Leadership & Advocacy

- We are the largest independent voice for voluntary, community and social enterprise organisations (VCSE) in Staffordshire

We are leaders in our communities, strengthening our sector's voice & influence on key decision-makers & funders. We support & empower vulnerable & marginalised communities, working towards a more equal society.

Aim 2: Evidence Informed Opportunities:

Acting within our vision & values, operating with particular regard to our role as Leaders of place, working in Partnership & Collaboration, we will seek opportunities for a Stronger Staffordshire, rooted in evidence of need & assets of communities.

Aim 3: Local Infrastructure Collaborations

Working collaboratively with near neighbour and nationally relevant Local Infrastructure Organisations to strengthen the LIO sector, and for mutual benefit.

Aim 4: Operational Excellence

Working to achieve continuous improvement that benefits the organisation as a whole. All personnel, members and stakeholders receive the best possible experience when working for and with Support Staffordshire.



Why work for Support Staffordshire?

We offer a wide range of benefits to support our staff:

Pension

We operate a workplace pension scheme. Minimum 5% employee contribution and we will add 3% employer contribution. We also offer a pension salary sacrifice scheme. Your contribution (minimum 5%) will be deducted from your gross pay before Tax and National Insurance - this reduces your national insurance contribution.

Annual Leave

Enhanced Annual Leave entitlement of 36 days. All full time Support Staffordshire employees are eligible for 28 days paid holiday in addition to the 8 days statutory bank holidays. Part Time Employees holiday entitlement is calculated on a pro rata basis.

Bank Holidays for Religious or Cultural Observance

Of the eight bank holidays, five originate in the Christian religion. Any employee may request to switch one or more of the five standard 'Christian origin' bank holidays for a day off linked to their own religion or cultural beliefs.

Sick Leave

Enhanced sick leave pay.

Flexi-time Scheme

We operate a flexi-time scheme. We have core working hours. Outside of these core hours employees may vary their start, lunch and finish times to suit personal circumstances.

Charity Worker Discounts

As an employee of a charity, you can sign up to 'Charity Worker Discounts', offering a wide range of discounts from shopping and restaurants to flights and hotels.

Hybrid/Home Working

We provide a non-contractual home working agreement for our employees. For a full time employee, we would generally agree 2 days from home and 3 days in the office (pro rata for part time employees) depending on the role and the business needs.

9 day fortnight & 4.5 day working week

We offer both these options for all full time staff.

Training

Our staff are the core of what we do. We believe in offering training opportunities applicable to job roles to help our staff achieve their career aspirations.



Why work for Support Staffordshire? continued

Family Friendly Leave Policy

We have an extensive Family Friendly Leave Policy which outlines our support in different leave situations, such as, carers leave, emergency leave for dependants, parental leave, domestic abuse/relationship breakdown leave. As standard we offer one day paid leave when these situations arise to allow our employees to make other arrangements.

Wellbeing at Work Policy

We have a Wellbeing at Work Policy pledging our commitment to our employees Health and Wellbeing. Outlining our initiatives and support.

Our Pledges & Commitments

We are a Disability Committed Employer, an Endometriosis Friendly Employer and signed the Menopause Workplace Pledge. We are committed to supporting our employees at every stage of their career. We are proud to take positive action in our workplace for our employees Health & Wellbeing.

Awareness Sessions

We provide awareness sessions throughout the year, covering a range of wellbeing topics, such as menopause, bereavement, neurodiversity and mental health.

Listening Ears Programme

We provide our employees with the Support Staffordshire Wellbeing 'Listening Ears' service. Our trained team members are there to listen, show kindness and signpost employees to the right support.

Counselling Service

We provide our employees with a free counselling service through an external provider.

Eye Tests

Employees who require an eye test predominantly in relation to the potential or actual need for glasses at work (usually for computer usage), may claim for the cost of a standard eye test.

All Staff Days

We believe the key to a thriving, happy, productive workforce is supporting each other, staying connected and communication. To help enable this, we have two All Staff Days per year.



Job Description

Job title: Sustainability Manager

Salary: £32,000 per annum

Hours: 37 hours per week (5 day, 4.5 day and 9-day fortnight options available)

Contract: Permanent

Location: Support Staffordshire Office, Globe Eco Centre, Uttoxeter, with travel to other offices and project locations as needed. Potential for up to 2 days home/hybrid working.

Travel: Travel expenses may be claimed for attending places over and above the contractual place of work. If traveling for work purposes, the amount of miles usually incurred from commuting to the place of work should continue to be deducted from any expense claim.

Line Manager: Chief Public Affairs Officer

Line Management of: Green Network Project Officer, (to be recruited) Community Energy Team Leader

Budget/Income: Yes

Standard/Enhanced Disclosure Required: No

Barred List Check Required (regulated activity only): No

The person appointed will require, proof of right to work in the UK and two satisfactory references.

Job Overview: The post holder will be a senior leader within Support Staffordshire's sustainability function, helping to shape and deliver the organisation's strategic and operational approach to climate, sustainability and partnership development. Working closely with the Chief Public Affairs Officer, they will lead and co-ordinate a diverse portfolio of internal ESG and external sustainability programmes. They will need to work flexibly across multiple priorities, manage several complex workstreams simultaneously and translate strategic objectives into well-managed programmes, effective partnerships and practical action.

The post holder will play a key role in developing sustainability partnerships across Staffordshire and Stoke-on-Trent, with a particular focus on community energy, building sustainability capacity across VCSE networks, stakeholder engagement, training and place-based action. They will ensure that sustainability is embedded across the organisation while maintaining oversight of delivery, resources, relationships, risks and outcomes.



Job Description continued

Key Responsibilities:

1. Ensuring Support Staffordshire services are consistent with our stated values.
2. Ensuring where appropriate, that volunteers are involved in delivering our services.
3. Ensuring effective cross-organisation working in order to meet our aims and objectives, including but not limited to the Support Staffordshire Training & Consultancy Team, the Local Resilience and Rural Team, Research & Engagement, Capacity Building and key Health & Wellbeing colleagues.
4. Leading the development, implementation and ongoing review of Support Staffordshire's sustainability strategy, setting clear organisational priorities, outcomes and strategic direction.
5. Providing effective leadership and management to staff and volunteers within the sustainability team, including setting priorities, managing performance, supporting professional development and regularly reviewing capacity and resource requirements.
6. Managing delegated income and expenditure, authorising expenditure within agreed limits, developing sustainable income streams and contributing to organisational budgeting, forecasting and financial reporting.
7. To support the development and co-ordination of Support Staffordshire's internal sustainability, ESG and climate action approach, working closely with the Chief Public Affairs Officer, including but not limited to:
 - a. Organising and supporting regular internal climate and sustainability meetings
 - b. Leading the development of systems, processes and tools that strengthen internal ESG practice and support delivery against organisational sustainability ambitions
 - c. Supporting the development and embedding of Doughnut Economics principles as an internal framework to inform planning, decision-making, culture and impact
 - d. Developing monitoring, evaluation and learning approaches that help demonstrate internal and external sustainability progress
 - e. Co-ordinating staff training and development to ensure a strong baseline of climate literacy and practical sustainability understanding across the organisation
8. To develop, manage and support main partnership programmes of work:
 - a. Partnerships and Networks:**
 - i. Leading the Staffordshire Green Network to develop engagement, networking, communications, training and collaboration opportunities across the county, guided by the needs of the VCSE sector.
 - ii. Leading our engagement with the Transforming the Trent Valley Partnership, supporting partnership funding applications and overseeing delivery of nature-related community engagement activity.



Job Description continued

iii. Represent the organisation on relevant associations and networks such as Staffordshire & Stoke-On-Trent Nature and Climate Commission, Chamber of Commerce Forums and other appropriate networks.

iv. Maintain and develop partnerships with affiliate organisations including universities, local authorities and other relevant bodies.

b. Programmes:

i. Working with the Community Energy Team Leader to develop and grow the Community Energy Hub, including support for community energy groups, new partnership opportunities and related programme activity

ii. Supporting the development and delivery of community energy, energy efficiency, training and retrofit activity, including work with clients and partners.

iii. Working with partners to develop the newly formed Staffordshire Community Land Trust, including aiding the CEO with set up and identifying potential sites and opportunities.

iv. Identifying, developing and supporting additional interdisciplinary sustainability/climate action projects and programmes in line with organisational priorities and funding opportunities, for example climate change impacts on health inequalities, developing societal resilience to the impacts of climate related weather events.

c. Events & Training:

i. Support the planning, development and delivery of the annual Staffordshire & Stoke-on-Trent Celebration of the Possible (COP) Festival, as a flagship community engagement event that celebrates and strengthens community-led sustainability action across Staffordshire and the West Midlands

ii. Support the Communications team on strategic partnerships and development of the Midlands Climate Expo & Sustainability Conference.

iii. Working with colleagues to maximise the use of Globe Eco Centre and other Support Staffordshire venues for sustainability training, engagement, community learning and programme delivery

9. Establishing and maintaining robust programme governance, performance management and reporting arrangements that clearly demonstrate the value, reach and impact of Support Staffordshire's sustainability work. This will include managing funder relationships, attending review meetings, overseeing agreed changes to delivery, managing programme risks and supporting the development of funding bids and proposals to sustain and grow priority areas of work, including the Staffordshire Green Network, Community Energy Hub and wider community sustainability programmes.

10. Acting as a senior representative for Support Staffordshire's sustainability work, building the organisation's profile, influence and strategic relationships at local, regional and national levels. Working closely with the Chief Public Affairs Officer, operational teams and external partners, the post holder will engage with councils, National Grid, community energy organisations, funders and other strategic stakeholders to advance Support Staffordshire's sustainability priorities and identify opportunities for collaboration, investment and programme development..

11. To undertake any other duties as determined by the line manager.



Person Specification

Some studies suggest that minoritized groups only apply when they meet all or almost all criteria. We don't expect you to have everything we are asking for. We encourage all candidates to consider the range of transferable skills and experience they have, as well as your commitment to learn and develop new skills and knowledge once in the role.

1. Able to demonstrate Key Skills required of all Support Staffordshire staff

- Positive work ethic, dependable and conscientious
- Flexibility, use of initiative and good time management
- Collaborative and outcome focussed
- Working to plans, policies & procedures
- Applies equality of opportunity
- Proactive in personal development

2. Able to demonstrate Key Leadership & Management Skills

- Building and sustaining effective working relationships
- Bold and creative within risk management and governance frameworks
- Pro-active and outcome focussed approach to problem solving
- Performance management based on support, coaching and enabling

3. Knowledge and experience of working with the VCSE sector in Staffordshire, particularly with regards to ESG, nature, energy, food and circular economy programmes and projects.

4. Financial management acumen and ability. Experience of complex restricted grant funding is an advantage.

5. An agile and strategic manager with experience of developing, implementing and continuously improving project and programme plans, reporting frameworks and impact evaluation, and of clearly communicating outcomes and value to funders and wider partners.

6. Experience of engaging with both senior colleagues and community organisations within and outside the organisation; able to focus upon the outcomes being sought whilst building trust and rapport.

7. Confident to lead on external relationships and act as the organisational spokesperson for agreed programmes of work, locally, regionally and nationally.

8. Knowledge of the Staffordshire and Stoke-on-Trent Climate Emergency operating environment and key partnerships.

9. Knowledge and experience of sustainability frameworks including Doughnut Economics.

10. Willing and able to travel across the county with own transport or public transport

11. Capable of undertaking physical tasks, such as manual handling as required for the role, notwithstanding reasonable adjustments and support.



Application Process

To apply for the role, please complete the Application form and EDI form accompanying this brochure.

Please send your completed forms to:

recruitment@supportstaffordshire.org.uk

Closing date for applications:

We will review applications as we receive them.