

Environmental Manager Profile

Job title	Environmental Manager
Package	Up to £25,000 OTE (dependent on experience)
Location	Manchester
Job purpose and responsibilities	<ul style="list-style-type: none"> • Ensure programmes and standards are delivered to a high quality and in line with agreed contract terms • Attend progress meetings as requested with delivery partners • Represent the company at external and partner events and meetings as requested • To deliver the commercial and operational objectives of the Carbon Smart small/medium business environmental support programme. This will include: • Delivery of the Carbon Smart Programme, including: <ul style="list-style-type: none"> ○ Environmental reviews and baseline data collection ○ Carbon footprint calculation ○ Report writing ○ Recruiting businesses to the programme in line with set targets ○ Advising businesses on carbon management and environmental best practice ○ Advising business on effective employee engagement programmes ○ Supporting existing and new businesses through the certification scheme with regular communications with client ○ Coordination and delivery of events and workshops • Responsible for developing and maintaining effective and ongoing client relationships • Maintain and develop the client database of contacts and relationships • Responsible for seeking new business opportunities, following up potential leads and achieving renewal targets • Write promotional material for use on websites, newsletters and other media • Identify clients for case studies opportunities to raise the clients and Carbon Smart's profile • Assist with developing and improving the quality of the Certification Programme • Organise and deliver promotional and awareness raising events • Train and support staff as required • Help maintain high quality, professional and ethical services for clients • Contribute to the development of Carbon Smart and services offered within the BPR Group • Develop own knowledge and expertise in line with company priorities • Carry out work on other client or internal projects as required
Expected working style	<ul style="list-style-type: none"> • Collaborative work style – a team player • Able to work on own initiative and supervise junior members of the team • Motivate and develop team members • High quality, with good accuracy and attention to detail • Highly organised – able to deliver multiple priorities and support a number of clients accounts • Able to manage own workload to meet targets • Able to manage own time working to tight deadlines • Willingness to travel and work on client sites • Flexible and adaptable approach to work

	<ul style="list-style-type: none"> • Mature and responsible attitude • Can-do, solutions led approach • Able to build relations with clients quickly
Skills and experience sought	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent command of English • Environmental sector knowledge or the willingness to learn is vital • Experience of managing projects is essential • Excellent administrative skills and ability to multi-task • The ability to work on your own initiative • The ability to persuade and inspire businesses and individuals to take positive environmental action • Computer literate including good Microsoft Office and Excel skills • Good numeracy and data handling skills • Experience in writing and delivering training or educational activities is desirable • Experience of working within a business and / or offering business support is desirable • Possession of a clean UK driving licence, and access to a car although use of sustainable transport is preferred
Qualifications	<ul style="list-style-type: none"> • Relevant qualifications at A' Level or above
Personality sought	<ul style="list-style-type: none"> • Outgoing personality and confident demeanour • Excellent communicator and ability to engage with existing and potential clients • Pragmatic and flexible • High standards of work • Organised – able to deliver to a plan • Initiative taker/ autonomous
Additional information	<p>This position will require regular travel outside of the office site within the North West Region and some travel to the Head Office site based London. The North West Region includes (but not limited to) Greater Manchester, Lancashire, Merseyside, Cheshire and Cumbria.</p> <p>Candidates will ideally have some experience of providing environmental support within an organisation or have experience of providing environmental business support to a variety of business sectors/sizes.</p>

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