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**Job Description - Environmental Sustainability Programme Manager**

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| **Post Title** | **Environmental Sustainability Programme Manager**  2 Years Fixed Term |
| **Reporting to** | Director and COO |
| **Staff reporting to this post** | No direct reports. |
| **Liaises with** | Landmark colleagues across the Head Office at Shottesbrooke, internal and external stakeholders as necessary. |
| **Hours** | Full time 35 hours a week. Hybrid working available (2 days a week WFH) |
| **Department and Location** | The Landmark Trust, Shottesbrooke, White Waltham, Berkshire. |

**Background**

The Landmark Trust is one of Britain's leading building conservation charities. With the help of our supporters, we save historic buildings in danger of being lost forever. We sensitively restore such 'Landmarks' and offer them a new future by making them available to everyone for self-catering holidays. The lettings income from the 200 extraordinary buildings in our care supports their maintenance and survival.

The Landmark Trust is going through a period of growth and change and has an ambitious Strategic Plan to deliver. This has identified a series of key themes including putting in place systems and infrastructure to ensure the charity can continue to work as it grows, capturing and codifying what we do to enable succession, and some ambitious aspirations in relation to becoming more environmentally responsible in our work and a path to Net Zero.

This 2-year fixed-term role will work closely with and for the Director and Chief Operating Officer alongside Landmark staff to take on a drive forward a series of projects and specific initiatives in support of our strategic plan and these themes, with a particular focus on Landmark’s Environmental Sustainability programme. It will work cross-departmentally, bringing together people and information, gathering data and setting up processes, to move on important projects to which the organization is committed. It will also support the Director and Chief Operating Officer in areas of their work.

Energetic, systematic, equally good with people and information, this role will identify what needs to be done to progress important tasks and initiatives and co-ordinate the people and information to move them forward. The successful candidate will be mentally agile, motivated, resourceful and have excellent initiative, working proactively to identify options and document processes. The role will have a varied work programme with some significant on-going projects, including helping us develop and implement our environmental strategy and carbon reduction plan, and some more contained time-limited tasks.

It would suit someone with a very orderly approach and an appetite for creating and implementing good plans and systems, solving problems, enthusing and encouraging cross-team groups of people, and improving how we do things in as effective and unbureaucratic way as possible. An interest in the work of the Landmark Trust and a passion for sustainability will be important. The role might suit an experienced project manager with an interest in sustainability or someone with experience and expertise in sustainability with excellent programme management skills.

**Key Accountabilities**

Acting as the driver forward of the actions and information on our **Environmental Strategy and Carbon Reduction Plan**, working to a Project Board formed of the Director, COO and Head of the Historic Estates. Marshalling data, coordinating working groups on specific aspects (e.g. Green materials and processes in Landmark / customer messaging / green travel), collation of information for management and audit on emissions in various areas and compiling and reporting on action plans, helping guide our strategy as it develops.

Supporting **specific organisational initiatives** which will deliver smaller but impactful improvements, particularly aimed at codifying and systemising practices, related to supporting our staff, our Trustees and our good governance. Including

* supporting a review of Landmark’s risk maturity and further alignment of our Strategic Plan and our Risk Register
* further codifying our financial procedures to support Audit Committee review.
* setting in place a survey process as part of a Board Effectiveness review
* supporting work on aspects of the Charity Governance Code
* supporting aspects of the implementation of a revised regional structure for our operational teams including any changes to our storage facilities and reissue of the manual for regional managers
* assessing the scope and feasibility and leading on data migration projects to support technology improvements.

And other projects as needed.

**Skills and Experience**

* Proven project management experience.
* Organised with good planning skills; able to start and complete pieces of work in a timely manor
* Good at keeping track of multiple ongoing activities
* Excellent written skills, with experience of preparing papers, packs or documenting processes an advantage
* Ability to build visual decks to present information or workflows
* Excellent IT skills, in all Microsoft Office applications
* Experience of Salesforce an advantage, general aptitude for learning IT systems and software essential
* Demonstrable experience of building strong relationships with a wide range of people
* Familiarity with organisational processes and structures, including Risk Registers, Trustee boards and business, board committee etc.
* Self-starter, able to work independently.

**Education**

Education to degree level or with demonstrable equivalent skills and experience in the areas required.

**Person Specification**

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| **Category** | **Essential** | **Desirable** |
| **Experience** | Project management experience |  |
|  | Demonstrable experience of building strong relationships with a wide range of people | Experience of facilitating workshops or working groups with demonstrable outcomes. |
|  |  | Experience of environmental and sustainability initiatives particularly in the built environment |
|  |  | Familiarity with organisational processes and structures, including Risk Registers, Trustee boards and business, board committee etc. |
| **Competencies & skills** | Organised with good planning skills; able to start and complete pieces of work in a timely manor | Experience of preparing papers, packs or documenting processes |
|  | Good at keeping track of multiple ongoing activities | Ability to build visual decks to present information or workflows |
|  | Excellent written skills | Highly skilled in Excel, SharePoint and PowerPoint |
|  | Excellent IT skills, in all Microsoft Office applications | Experience of Salesforce |
|  | General aptitude for learning IT systems and software |  |
|  | Self-starter, able to work independently |  |
| **Other Requirements** | Keen interest in the environment and climate change, sustainability and environmental resilience initiatives | Proven experience in managing environmental change projects and campaigns |

**TERMS OF EMPLOYMENT**

**Contract Duration**

Two-year fixed term

**Location**

This position will be based at Shottesbrooke, White Waltham, with the option of working to Landmark’s Hybrid Model (up to 2 days a week WFH).

**Salary**

In the range of £32 000 - £35 000 FTE depending on skills and competencies, paid monthly in arrears.

**Working Hours**

This role will be full time 35 hours a week.

**Holidays**

The holiday entitlement is 25 days per annum (pro rata) plus pro-rated statutory holidays, increasing to 30 days pro rata per annum after 10 years’ service.

**Sick Pay**

During the first three months of employment or the probationary period (whichever is the longer) you will only be paid your Statutory Sick Pay entitlement. After this period you will receive full basic pay during any sickness absence up to 20 days in any 12 month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor’s certificate will be required.

**Pension Scheme**

There is a pension scheme which you will be entitled to join.

**Medical Health**

Private health insurance, currently with BUPA, will be provided when you have been with Landmark for a year.

**Notice**

The appointment is subject to satisfactory completion of an initial six-month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to a week’s notice on either side. A minimum of three months’ notice in writing on either side applies after the end of the probationary period.

**Health & Safety**

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

**Contract**

The successful applicant will be required to sign Landmark’s Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark’s Conditions of Employment.  It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.