

JOB ADVERT: Sustainability Manager

Department	Operations
Location	Motorsport UK House, 141A, The Command Works, Bicester, Oxon
Hours of Work	Full time, Monday to Friday 9AM – 5:30PM, with flexibility required
Manager	Operations Director
Grade	D
Direct Reports	None

Role Purpose

Reporting to the Operations Director the Sustainability Manager will be a champion and embed sustainability practices into the company culture and values. You will work closely with the relevant committees, senior management team and other external consultants to develop initiatives to promote sustainability within the organisation, with motorsport stakeholders and play an essential role in shaping and enhancing both inward and outward facing policies and engagement plans.

What you will be doing

Motorsport UK has recently established a Sustainability and an Equality, Diversity & Inclusion (EDI) committee to support and consult on our Sustainability framework. These committees and subcommittee working groups are generating a host of positive initiatives that require dedicated resource to progress in line with our ambitious framework. The Sustainability Manager will take the lead on these initiatives to ensure they maintain momentum and gain the input and support from the rest of the organisation required to succeed.

Responsibilities

- To regularly attend and support the Company's Sustainability, EDI committees and any subcommittee meetings
- Engage with other members and stakeholders via specific working groups established via the committee framework
- To help develop policy and promote initiatives in relation to sustainability
- Conduct desktop research, analyse findings and prepare summary reports to inform internal and external stakeholders
- To make a positive contribution to the development and delivery of the key objectives of the sustainability strategy
- Monitor and analyse relevant government policy positions on key sustainability topics
- Assisting in the creation and delivery of specific sustainability projects
- To examine opportunities for funding and lead on funding applications
- Keep up to date on topics in the field of sustainability by benchmarking output from other NGB's and relevant associated organisations within the network
- As part of the Operations team help to ensure the organisation meets its own sustainable operations goals



- To promote the sustainability agenda within the company processes, policies and training for new and existing employees
- To represent Motorsport UK externally with NGOs and other external stakeholders building alliances and relationships
- To provide advice, guidance, and support to staff at all levels on issues relating to sustainability
- To promote and carry out change within the company and wider community
- To monitor data and gather feedback of a quantitative and qualitative nature, including via surveys within the broader motorsport network
- To support the development of regular reporting on sustainability KPI's within the company's own operations and as part of the broader sustainability strategy
- Maintaining relationships with other sustainability peers in relation to sharing best practise
- Support any internal audits
- Support board reporting on the topic of sustainability when required
- To ensure we consider EDI priorities and standards in our internal and external documentation
- Liaise with the Marketing and Communications team over our EDI principles to ensure they are embedded across the organisation
- To make a positive EDI contribution to the Learning & Development Team in respect of the Regional and Club Development Programmes
- To support and create educational and awareness resources for use across our membership groups

Terms and Conditions

Working hours are between 9.00 am and 5.30pm and our typically 37.5 hours a week, however the workload is significant, and we require commitment and flexibility in order to achieve our company objectives, usually with some flexibility around start and finish times.

While the majority of the role is office based there may be occasions when you will be required to attend events and external meetings.

Person Profile

- You will 3-5 years' experience in a similar sustainability role, preferable within sports or events settings
- You will be a self-starter, capable of working autonomously
- Project management experience is essential
- Previous experience of quality assurance systems such as ISO 14001 ISO 20121 is essential
- Relevant subject matter expertise in the field of sustainability
- You must be highly methodical and well organised
- You will be highly adept with both PowerPoint and Excel, and conversant with a wide range of project tools from Microsoft Office 365 suite of products.
- We operate in a fast-moving world and you will be expected to keep abreast of the environment, thinking on your feet, and applying yourself accordingly.



- You must have a full, clean driving licence
- Previous experience or understanding of the motorsport industry is preferred but not essential.
- It is vital that you are personable and good at communicating with and influencing people

Qualifications

- You will be qualified to degree level in a relevant subject supporting environmental and sustainability studies, business management, or other associated fields

Knowledge, Core Skills and Experience

- a commitment to promoting sustainability within the organisation and its stakeholders
- excellent written and oral communication skills
- cultural sensitivity
- experience of building relationships with key stakeholders and decision makers
- the ability to build the trust of community groups
- the ability to work as part of a team
- self-motivation and an ability to use initiative
- organisational and project-management skills
- good report-writing ability
- flexibility and the ability to work across all levels and meet changing requirements.
- excellent communication, presentation and stakeholder management skills
- highly motivated, with an enquiring mind and passion for excellence

Please apply to hr@motorsportuk.org enclosing your CV with a covering letter and contact details.

Motorsport UK is an equal opportunities organisation which welcomes applications from all sections of the community.

No agencies please.