

## Application Pack – Project Officer

[Sustainability West Midlands](#) (SWM) was established in 2002 as an independent, not-for-profit organisation. We strive to make the West Midlands region more sustainable, fairer and greener for all. Our vision is that the West Midlands is leading in contributing to the national target of net zero greenhouse gas emissions by 2050 whilst addressing health inequality and driving inclusive growth. This is framed through our [Roadmap to 2030](#). We have over 130 diverse [members](#) who are leading individuals and organisations in the private, public, and third sectors including large businesses like Arup, Mott MacDonald, National Express, Severn Trent, Tarmac and Veolia.

*“The input of SWM has been huge in helping set our priorities.”* Andy Street, West Midlands Mayor

With our proven success, our team needs to grow. You will be central to our small dynamic team that has been making a difference throughout the West Midlands for over 20 years. We are a small team with huge reach and are looking for someone with a passion for sustainability who will be able to fit in quickly and contribute and deliver for our partners. The Project Officer will lead on the delivery of projects, and provide sustainability advice and business development to deliver our mission. We work with customers across the UK as well as the region, with [recent projects](#) including work for the Climate Change Committee, the Environment Agency, the West Midlands Combined Authority, local authorities, universities and businesses. This is an ideal opportunity for someone with over one year’s experience in the provision of sustainability advice or consultancy, wanting to lead on the delivery of similar projects to help grow our organisation.

The Project Officer will also help to identify, develop and implement new business development opportunities with existing and new customers in the West Midlands and more broadly. They will support our Communications and Marketing colleagues by providing content for the website and newsletter and creating opportunities to promote our brand and key messages.

## Application Process

To apply, please send a covering letter and your CV as **one electronic document of no more than 4 pages**.

In your covering letter please set out:

- a) Your contact details
- b) Where you heard about this opportunity
- c) Why you want to be considered for the role
- d) How you meet the essential criteria set out in section 3 ‘Person Specification Requirements’ of the job description (see page 2)

In your CV, please set out supporting information including:

- a) Education and qualifications
- b) Current employment / role and salary
- c) History of relevant employment and non-paid work
- d) Two references – which we will contact if you are successful at interview

**Please email this information to [enquiries@swm.org.uk](mailto:enquiries@swm.org.uk) by 17:00 on Friday 03 February 2023.**

**First interview dates: Wednesday 15 February and Thursday 16 February 2023 in person at [our offices](#).**

As we are a small organisation, we will only provide feedback to those interviewed.

SWM are committed to the promotion of equality and diversity throughout our business and approach. We positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, religion or belief, sexual orientation, gender identity, marital status, or pregnancy and maternity.

## Job Description – Project Officer

**Reports to:** Senior Sustainability Adviser

**Location:** Flexible working arrangements at SWM offices in central Birmingham and at home

**Duration of post:** Permanent, after three-month probation

**Full time post:** 37.5 hours a week

**Salary band:** £25,000 - £28,000 per annum depending on skills and experience

**Other benefits:** 6% employers pension contribution, Childcare Voucher Scheme, Cyclescheme, 28 days annual leave, Employee Wellbeing Support Programme, commitment to training and development including professional accreditation, city centre offices

### 1. Context to the Role

[Sustainability West Midlands](#) strive to make the West Midlands region more sustainable, fairer and greener for all, through delivery against our [Sustainability Roadmap to 2030](#). We are an independent, not-for-profit company that works with our members in the private, public and third sectors.

Our Board is private sector led with cross-sector representation; and is supported by our team of staff, volunteers and associates. We are committed to developing our staff to help grow the organisation and deliver our vision.

### 2. Main Purpose and Role

#### *Job Purpose*

The main benefit to our business and purpose of this job is to provide efficient and effective project management and delivery, and sustainability advice to deliver our mission. This role will also support business development activities and communications. The role helps to deliver the objectives in the current SWM Business Plan to 2025.

#### **Project management & delivery** ([example projects can be seen on our website](#))

- Project management to include developing, agreeing and delivery of projects to budget and high quality, and agreed publication and dissemination through websites and other channels.
- Direct delivery of projects as required as part of our own projects and projects for our clients – to include conducting sustainability and resilience reviews, annual monitoring of partners' sustainability action plans, conducting research into good practice and guidance, provision of independent recommendations to clients, delivery of training workshops, organising learning networks and events, and presentations at events.

#### **Business development**

- To support with the identification, development and implementation of new business development opportunities with existing and new customers in the West Midlands and more broadly. This may be through presentations and meetings to promote SWM, identifying new funding opportunities, and contributing to project proposals.
- To support the SWM communications and marketing functions by providing content for the website, newsletter and social media, and create opportunities to promote our brand and key messages.

As we are a small organisation, there is the expectation to be able to be flexible and help other team members and deliver other tasks as required.

### 3. Person Specification Requirements

	Essential Requirements	Desirable Requirements
<b>1.</b>	<b>Education / Qualifications</b>	
	Degree or equivalent professional qualification in a relevant field.	<ul style="list-style-type: none"> <li>• Further qualifications in a relevant field.</li> <li>• Professional accreditation with a relevant professional institute.</li> <li>• Project Management trained/ accredited.</li> </ul>
<b>2</b>	<b>Work Experience / Background</b>	
	At least one year's experience of managing projects with a track record of managing resources (budget, time, skills) for delivery.	Experience of working in a small business, consultancy, or not-for-profit organisation.
	At least one year's experience working on sustainability issues with one or more of the public, private or voluntary sectors.	<ul style="list-style-type: none"> <li>• Experience of supporting innovation with focus on low carbon solutions.</li> <li>• Experience of supporting organisations in relation to climate change adaptation and resilience.</li> </ul>
	At least one year's experience in the undertaking of sustainability research, and delivery of reports and advice, training workshops, running good practice networks and events and presentations to a wide range of audiences.	At least one year's experience of supporting the winning of new business opportunities.
<b>3</b>	<b>Skills, Aptitudes, Knowledge</b>	
	Good communication, negotiation, and relationship building skills.	
	Technical knowledge in at least two of our eight <a href="#">Roadmap to 2030</a> priorities	Technical knowledge in more than two of our eight <a href="#">Roadmap to 2030</a> priorities
	Strong written communication skills including a track record of authoring published reports.	
	Literate, numerate and confident with figures and the use of Microsoft Office including Outlook, Word, Excel and Powerpoint	Familiar with website editing and use of social media, writing newsletters and communication and marketing tools
<b>4</b>	<b>Personal Qualities</b>	
	Demonstrable passion in the sustainability mission of the organisation.	
	Self-sufficient with proven skills in personal organisation and multi-tasking, including good diary and email management. Ability to make own decisions, use initiative and work as part of a team.	
	Positive, well organised and focused to work under pressure to ensure deadlines are achieved – a finisher.	

## **4. Values and Behaviours**

### ***Business led and business like***

- Understanding of our vision, products, costs and our customers
- Maintain our professional standards of time keeping, presentation, clear & timely communications and trust
- Interest in the sustainability mission of our organisation and balanced approach to business and life

### ***Creative and positive***

- An open-minded approach to their work
- Committed to continuous improvement for themselves, the organisation & our customers
- Able to recognise barriers and propose solutions

### ***Respectful***

- Minimise the impact of our operations and maximise the impact our advice has on the environment
- Celebrate the diversity of individual's views and backgrounds we work with and seek to use the best of these to delivery our vision
- Commitment to health and safety

END.