

ENVIRONMENTAL AND SOCIAL SPECIALIST

Duration:	Permanent
Salary:	£47,000 per annum (pro rata)
Job Level:	3
Hours:	21 hours per week. Other flexible arrangements will be considered.
Disclosure Level:	Basic. This role involves no direct or indirect work with children.
Reports to:	Chief Financial Officer
Location:	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

This standalone specialist role sits within the Finance, Legal and Information Directorate. This directorate leads and provides financial, digital, and legal advisory and compliance support to UNICEF UK.

ABOUT THE ROLE

The role holder will report to the Chief Financial Officer and will provide specialist advice that will enable the delivery of UNICEF UK's internal Environmental and Social programme of work. This includes leading the implementation of UNICEF UK's environmental policy and ensuring that UNICEF UK maintains high levels of transparency and accountability in relation to Modern Slavery and Human Trafficking, as well as supporting other compliance and ESG related tasks and projects.

What we will expect you to achieve

- Oversee and drive UNICEF UK's environmental sustainability initiatives, including setting and achieving carbon reduction targets, implementing findings from environmental audits, and obtaining and maintaining relevant environmental standards such as ISO14001, PAS2060, etc.
- Must be able to work independently across all levels.
- Be a trusted advisor and the point of contact for all environmental and social matters.
- Regularly communicate progress with the policy implementation both internally and externally.
- Work with UNICEF UK procurement, and new and existing suppliers, to encourage high environmental standards.
- Work with UNICEF UK's facilities management team to ensure efficient use of resources within our workplace and working practices.
- Work with an internal cross organisational working group to monitor, champion, and support the implementation of the environmental policy.

- Support the training and capacity building of UNICEF UK staff in this area, and actively engage in knowledge sharing with both UNICEF UK colleagues and external partners.
- Review the current environmental policy, suggesting improvements and amendments as appropriate.
- Ensuring UNICEF UK maintains the highest levels of transparency and accountability in relation to Modern Slavery and Human Trafficking.
- As required, and when appropriate, contribute specialist knowledge on Environmental & Social issues to UNICEF UK's existing process and structure around the screening and due diligence of potential partners.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective behaviours

Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Collaboration

- Consults others and shares expertise, know-how and ideas with colleagues for best results.
- Values diversity, respecting and drawing on colleagues' different perspectives, skills, experience and knowledge.

Communication

- Conveys complex ideas using a variety of methods to engage an audience and win understanding and support.
- Presents complex and difficult messages clearly and with impact.
- Anticipates and responds to the needs of an audience, adapting content, style, language and use of channel to deliver maximum clarity.

Negotiating and influencing

- Uses a range of approaches to gain commitment, tailoring information in terms of content and format.
- Maintains a win-win approach by balancing achievement of both UNICEF UK's and our external partners' objectives.

Results focused

- Prioritises and sustains focus on work that will have the greatest impact on agreed aims.
- Reviews results and extracts learning to optimise future performance.
- Anticipates internal/external challenges that could impact UNICEF UK's work and adapts approach accordingly.

Relevant experience

- Good depth of practical experience gained by advising and guiding medium sized organisations with the design and implementation of their environmental, social and modern slavery programmes.
- Proven ability to manage expectations and delivery to multiple stakeholders such as executive leadership, fundraising teams, external partners and internal staff bodies.
- Possess the capacity and experience of working as a specialist and advisor in an independent role within a similar type organisation.

Specific knowledge and skills

- Qualified on Environmental Management from bodies such as CIEH, IEMA and others.
- Trained on ISO 14001 processes and policies.