



Job Specification

Title:	Sustainability Executive
Reporting to:	Head of Net Zero and Clean Tech
Job Purpose:	<p>BEAMA is the UK trade association for manufacturers and providers of energy infrastructure technologies and systems. Representing over 200 member companies (UK manufacturers) BEAMA has significant influence over UK and international political, standardisation and commercial issues impacting our members.</p> <p>We are profound supporters for a scientific Net Zero, in ensuring affordable, just, and timely application to the market and supporting our members to reduce their own emissions at a product and industrial level.</p> <p>To enable this, we are launching a new Net Zero Service in May, creating a corporate toolkit for members to support the commercial application of operational (emitted) and product (embedded) decarbonisation and ensuring industry has what it needs to achieve this: collaboration, community, best practice, and clear government policy.</p> <p>The Sustainability Executive role is responsible for covering sustainability topics within the newly formed Net Zero Service, including elements of circular economy policy and practice and the associated technical standards and market programmes and initiatives.</p> <p>With support, you will be responsible for creating and executing a creative and informative workplan relevant to the transition to a circular economy with the aim of supporting members to understand the commercial application of associated theory, business opportunity, and policy. This workplan will feed into the Net Zero Service Corporate Toolkit to guide members on their decarbonisation journey.</p> <p>This position is a unique opportunity for an individual to help make a difference in the Net Zero function at BEAMA, with career progression opportunity for the right candidate. You will work closely with the Head of Net Zero and Clean Tech and the Head of Policy, to cover both EU and UK markets.</p>
Key tasks:	<ul style="list-style-type: none">• Prepare and execute a commercially focussed workplan to guide members on associated theory, business opportunity and policy related to circular economy and sustainability topics, with the support of the Head of Net Zero and Clean Tech.• Ensure close collaboration with the Head of Policy, ensuring EU and UK policy is tracked and stakeholders updated using BEAMA's internal policy processes.• Represent BEAMA at relevant policy meetings and lead in creating responses to consultations, engaging stakeholders as applicable.

	<ul style="list-style-type: none"> • Pro-actively develop relationships with external stakeholders, including Government, industry, academia, and other Trade Associations, to support the workplan where it adds value to members. • Create design focussed material and collaborate with BEAMA’s Marketing Team in the execution of the workplan, including in tracking associated budgets. • Create digestible material for use on BEAMA’s Net Zero Hub, including webinars, blogs and articles, alongside other formats, which help in the achievement of the Net Zero Service’s aims and vision. • Apply information from policy leads to Net Zero Service templates. • Support the Head of Net Zero and Clean Tech as required, including support in meetings and keeping the Issues Forum up to date with wider sustainability, climate and Net Zero updates and trends. • Contribute to BEAMA growth and development by undertaking further adhoc duties and responsibilities as required, including where projects or topics overlap or based on individual experience.
<p>Key performance indicators:</p>	<ul style="list-style-type: none"> • Positive feedback from members. • High engagement from members during events and clear web traffic to workplan output. • Effective delivery of the annual workplan, utilising different content formats. • Responses submitted to key consultations. • Examples of external stakeholder engagement with members which added value. • Establish and maintain good working relationships with colleagues, members, and external stakeholders.
<p>Person spec: E = Essential D = Desirable</p>	<ul style="list-style-type: none"> • Essential: <ul style="list-style-type: none"> ○ Experience of dealing with Net Zero, sustainability or environmental topics within an organisation or sector. ○ Commercially astute. ○ Strong written and verbal communications skills with the ability to effectively disseminated complicated information into digestible formats. Creative ability would be beneficial to this role. ○ Ability to read and digest technical and policy documents, including Strategies, Regulations and Directives, with the ability to form written responses to consultations. ○ Proactive individual with the ability to design, lead and execute projects and evaluate their impact. ○ Team player with proven experience of collaboration across departments. ○ Time management and organisational skills. ○ Ability to work flexibly in a fast-paced environment. • Desirable: <ul style="list-style-type: none"> ○ Experience within the manufacturing and/or energy sector. ○ Understanding and experience of the commercial applications, policy, and standards relating to the circular economy. ○ Experience in creating designed and impactful content for different stakeholders, including C-suite or equivalent and Government.

	<ul style="list-style-type: none">○ Lobbying experience in a related field.○ Understanding of BEAMA and the BEAMA membership.
Terms:	<p>Permanent full-time contract- flexible working arrangements available.</p> <p>From £30,000-40,000 pa plus benefits, dependent on relevant experience and current skills.</p> <p>Office in Central London with hybrid working and opportunity to work from home (minimum one day a month in the office).</p> <p>Travel within UK and Europe expected.</p> <p>To apply please send a CV and covering letter to Head of Marketing charlie.may@beama.org.uk</p>