

## Job Description

### General Information

Job Title	Group Sustainability Coordinator		
Department	Sustainability	Location	Victoria, London
Reports to	Group Sustainability Manager (GSM)	Hours of Work	40
Direct Reports	-	Indirect Reports	-

### Purpose

The Group Sustainability Coordinator will support the GSM with the development and implementation of sustainability initiatives across all areas of the business. Collaborating with suppliers, partners and customers to reduce our environmental impact and to promote sustainable practices. The role will also involve conducting research, writing reports, creating presentations and engaging with various stakeholders.

### Overview of Duties & Responsibilities

- Champion the promotion of, and engagement with, the Sustainability Framework across all areas of Big Bus Tours (BBT) and ensure that sustainability is an integral part of staffs' experiences and working practices.
- Support with global data collection and maintaining the global ESG Sustainability Performance platform.
- Contribute to the development of strategic actions and initiatives for sustainability, providing input on their benefits and how they should be prioritised.
- Monitor and report on achievements against the BBT Sustainability Framework and UN Sustainable Development Goals.
- Help BBT to achieving its commitment to the Global Sustainable Tourism Certification and to becoming a Net Zero business.
- Work with the BBT's Procurement Consultant to assess and develop sustainable procurement opportunities and initiatives.
- Actively engage with groups of staff to identify, develop and carry out sustainability initiatives.
- Proactively communicate opportunities, achievements, information and procedures across the organisation, liaising with Marketing to drive engagement with sustainability.
- Develop and co-ordinate sustainability-related events and promote and coordinate engagement/partnerships with relevant external organisations.
- Contribute to reports on sustainability and provide ESG data to support papers for the Sustainability Committee (the Board) under the GSM's guidance.
- Liaise with all relevant staff to ensure that policies and procedures address improved sustainability outcomes.
- Deliver training/briefings to staff on sustainability issues.

### Qualifications & Experience

- A degree in Sustainability Management or relevant experience of working in a similar role

## Skills & Knowledge

- A good understanding of Sustainability issues
- A well-grounded knowledge of sustainability with respect to staff training
- Project management and administration skills
- Excellent organisational and prioritising skills and the ability to work under pressure and meet deadlines
- Strong interpersonal skills to work with a wide range of backgrounds and sectors
- Ability to write reports based on data collection and analysis
- Excellent and demonstrable verbal and written communication skills, including the ability to communicate with a wide range of internal and external stakeholders
- A proactive self-starter with the combined ability to work on own initiative and as part of a diverse team, and to have a flexible and proactive attitude towards objectives and work tasks