

## **Job Description**

**Job Title:** **Social Value and Sustainability Lead**  
**Reports to:** Director of the Shaw Trust Foundation  
**Location:** Home based, with flexibility to travel throughout the UK as required to meet business need

### **Purpose**

The Social Value and Sustainability Lead will be part of the Shaw Trust Foundation team, and will support the business to understand, implement and embed best practice in the inclusion of social, environmental and economic value, measuring and reporting on progress, making and enabling the delivery of recommendations.

### **Main duties and responsibilities**

1. Develop and implement a social value and sustainability strategy and deliver one systematic and systemic approach to designing sustainability and social value into everything we do within Shaw Trust, with our commissioners and key stakeholders, supply chain and corporate partners - for our clients and the communities we serve: communicating, capturing, measuring, sharing and scaling the social value and natural capital we generate.
2. Embed the National Social Value Taskforce Themes Outcomes and Measures (TOM) framework and the UK Government's Social Value Model into our Quality Management System.
3. Build the practices and processes to enable us to scale social value; the ability to capture and calculate qualitative and quantitative inputs and outcomes; the IT, inter-departmental, governance and Management Information and Business Information data (in collaboration with our MI & BI team) and reporting infrastructure to ensure efficacy and continuous improvement.
4. Design and implement an Environmental and Energy Management System to effectively audit our material impacts and fulfil our Streamlined Energy and Carbon Reporting (SECR) requirements, co-create and implement a portfolio of interventions to meet and exceed recognised standards of certification: Energy Savings Opportunities Scheme (ESOS), EU Eco Management and Audit Scheme (EMAS) or the British Standard BS 8555; or ISO standards for Environmental (14001) and Energy (50001) Management System, and Social Responsibility (26000).
5. Act as a champion of social value and sustainability within the business and when representing the business at external events, equipping colleagues within Shaw Trust and our supply chain partner organisations with the skills to reduce our environmental impacts and carbon emissions, and maximise our social value outputs and outcomes.
6. Advise the business to enable it to secure the best social, economic and environmental outcomes and to meet its targets, including social value, sustainable development and inclusive growth in tender and business development activities; change and organisational transformation and continuous improvement.

7. Define and be accountable for impact measurement, analysis and reporting.
8. Use your knowledge and expertise to promote effective environmental stewardship and maximise social value and social return on investment and inclusive growth, provide subject matter expertise and operational advice to stakeholders.
9. Promote good governance practices and ensure all policies and standards associated with effective environmental stewardship, maximising social value and generating inclusive growth are put into practice.
10. Work with stakeholders and subject matter experts within the business to develop Environmental, Societal and Governance (ESG) best practices, including analysis, monitoring, reporting and evaluation of ESG criteria across the business.
11. Create resources and tools to support the business to understand, implement and embed ESG best practice.
12. Develop and deliver ESG focused campaigns and engagement programmes.
13. Monitor and benchmark ESG reporting trends to inform and shape our practices.
14. Stay informed of developments in ESG regulatory requirements and present recommendations to the business to continuously improve their social value and sustainability offer.
15. Proactively manage potential risks and provide effective risk assurance: raise awareness of any material breaches in environmental compliance and work with Shaw Trust's safeguarding and Equality Diversity and Inclusion (EDI) team to ensure we put well-being, safety and inclusion at the heart of all we do.
16. Build and maintain effective relationships with stakeholders at all levels of the business.
17. Lead on and contribute to sustainable development, social value and inclusive growth research.

## **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's Prevent and Safeguarding policies and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response,

Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has an Equality and Diversity Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about beneficiaries, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.
8. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
9. Recycle and manage energy within your environment.

## Person Specification – Social Value and Sustainability Lead

Skills, experience and qualification	
Essential	Desirable
<ol style="list-style-type: none"> <li>1. Experience of environmental management and monitoring</li> <li>2. 3 to 5 years' experience working in relevant field</li> <li>3. Experience of implementing best practice in social value</li> <li>4. Experience of implementing and auditing Environmental Management Systems &amp; Energy Management Systems</li> <li>5. An Environmental, Social and Governance (ESG) expert</li> <li>6. Proficient in Microsoft packages</li> <li>7. Experienced using data analysis software is desirable</li> <li>8. The ability to influence and build relationships</li> <li>9. A strategic thinker, with strong communication, writing and presentation skills</li> <li>10. A self-starter with a strong analytical and commercial mind-set</li> </ol>	<ol style="list-style-type: none"> <li>1. Social Return on Investment practitioner</li> <li>2. Environmental, Social and Governance (ESG) International Association for Sustainable Economy (IASE) qualified</li> <li>3. Institute of Environmental Management and Assessment Certified</li> <li>4. Environmental Charter status</li> <li>5. Qualified to audit a company to enable certification to ISO standards for Environmental (14001) and Energy (50001) Management System and Social Responsibility (26000) / ESOS - energy and low-carbon lead auditor or assessor status</li> <li>6. Programme / project management qualification</li> </ol>

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post, seniority or corporate requirement.