

Role Description

Job title: Junior Sustainability Analyst

Employment status: Permanent (part or full-time)

Location: Based near Warminster (Wiltshire/Somerset/Dorset borders)

Introduction

Asesoria Group is a professional services company, operating in the UK and Ireland, providing Governance, Sustainability, Leadership Development and Board Services to listed and large private organisations across all sectors. We have five specialist Practice areas:

- Governance and Board Effectiveness;
- Sustainability and Climate Change;
- Stakeholder Engagement and Non-Financial Reporting;
- Leadership Capability and Succession Planning;
- Executive Coaching and Mentoring.

We have a very flat management structure where individual senior managers have overall responsibility for delivering our client projects. They are supported by a Project Resourcing and Administration team.

The Role

The Junior Sustainability Analyst will be part of the Environmental, Social and Governance (ESG) team, working across the Sustainability and Climate Change Practice, as well as the Stakeholder Engagement and Non-Financial Reporting Practice areas. We are looking for someone who has a strength in information analysis and an interest in sustainability, and the reporting of sustainability information. This is a very exciting opportunity for someone who would like to develop their interest in sustainability and build their knowledge of ESG, including energy, greenhouse gas emissions, waste, policy development, diversity and inclusion and other areas. You will assist in undertaking a range of activities in support of the successful delivery of our client projects. Duties will be varied but they are likely to include:

- Analysis of our clients' sustainability data, to support with the writing of corporate reports;
- Support in the completion of investor questionnaires for clients including CDP, S&P CSA (DJSI), Sustainalytics, FTSE4Good and others as required;
- Support with a range of projects to help ensure activities are delivered within agreed timelines and there is clear communication with clients;
- Research and benchmarking of sustainability reporting across large listed and private companies;
- Assistance in interpreting client needs and communicating client ESG performance to internal and external stakeholders;
- Analysis and manipulation of data sets to extract and understand the data including the calculation of their emissions covering GHG Protocol Scopes 1, 2 and 3;
- Analyse raw data on a range of indicators including energy, fuel, waste, business travel, transportation and distribution, diversity, training, health and safety and support to local communities, among others;
- Preparation of presentations and management reports;
- Preparation of narrative to explain and position the data results in reporting;
- Support with the management of Asesoria's and our clients' UN Global Compact, SDGs, SBTi and TCFD reporting commitments;
- Provide support to colleagues in preparing proposals for new business;
- Contribute to the preparation of thought leadership articles and blogs;
- Collaboration with colleagues in developing tools related to ESG indices, ratings and frameworks services;
- Keeping abreast of the ESG landscape, including regulatory requirements, industry standards and best practice;
- Support with projects across the other Practice areas as required.

You are likely to have:

- Experience in written communication and an interest in developing narrative on a range of sustainability topic areas
- Strong verbal communication skills to effectively work with clients and colleagues;
- Strong analytical skills in both quantitative and qualitative data;
- Knowledge of statistical methodologies and data analysis techniques;
- Good attention to detail when working with quantitative and qualitative data in order to make accurate conclusions and predictions;
- Confidence to work independently and willingness to seek support when required;
- Strong IT and mathematical ability;
- Good time and project management skills;
- Good Word, Excel & PowerPoint skills.

Previous on-the-job experience is not required as full training and ongoing support will be provided to ensure you can undertake the role effectively. A Bachelor's Degree or strong "A" levels in relevant subjects would be required. The position is reliant upon excellent Excel and good data analysis skills but most importantly, a can-do attitude is essential. The role is based at our Company's Accounts and Administration office in Kilmington, Wiltshire (close to the border with Somerset and Dorset), with occasional visits/meetings at client sites in support of the Practice leads.

Benefits

The salary for the Junior Sustainability Analyst role will be between £20,000 - £25,000, depending on qualifications and previous experience. Holiday entitlement is 4 weeks plus statutory bank holidays; pension; flexible hours and childcare vouchers (for individuals already part of a scheme) are also available.

You will need to drive for this role, as the Company is not located near public transport.