



## Job Description

### **Sustainability Consultant: Carbon Management**

#### Who we are

The Earth, and every species on it, is facing a climate and ecological emergency. **Small World Consulting** exists as a response to that emergency. We challenge and support organisations to take meaningful and effective action, and to become exemplars both in their industries and beyond. We help our clients to lead the change needed for a smooth transition to the low-carbon world, which we believe can be a better place.

Our work includes, but is not limited to: **Carbon assessment and advice**, focusing critically on supply chains; **Big picture analysis**, enabling organisations to understand where they fit into the global context and highlighting what they can do to help both humans and the environment thrive; Developing and implementing a robust **ESG Assessment Framework** for companies and investors that focuses on meaningful action to tackle the climate and ecological crisis; **Food and Land Systems**, advising on sustainable diets, menus, supermarket practices and land management, including ecologically sound and effective carbon removal; **Communication**, raising awareness of the climate emergency through talks, articles, book promotion and social media.

We say it like it is, we support our clients in facing every challenge, and we call out greenwash. We are a small company and every employee matters. As a team, we support each other to develop and thrive in a work environment founded on honesty, kindness and respect.

#### The Role

You will use our in-house models to assess operational (Scope 1 & 2) and supply chain (Scope 3) carbon footprints for a wide range of businesses and public-sector bodies. In parallel, you will contribute to continuous updating of our in-house models by adding new and better data, and by refining the modelling methodologies and tools, including our in-house EEIO and MRIO models<sup>1</sup>.

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<sup>1</sup> <https://www.sw-consulting.co.uk/mrio>.

Using your carbon estimates, you will assist clients in their development of strategic responses to the climate and ecological emergency, and will provide advice to clients on carbon reduction actions and targets, drawing on but not limited by roadmaps such as SBTi.

A good understanding of the climate and sustainability agenda is essential.

## Person Specification

The Small World team cares deeply about the climate and ecological emergency. We speak our minds without compromise, but with respect and professionalism. In doing so we help our clients to gain perspective, make informed decisions, and acquire agency. We welcome candidates from a diverse range of backgrounds, and encourage creative freedom as well as more technical data analysis.

**About you:** You have strong quantitative skills and are passionate about using data and models to help a wide range of clients solve complex problems related to sustainability. You are able to work independently and use your initiative to solve problems, but will also seek advice when you need it. You have a keen eye for detail but will also be able to stand back and see the wider perspective.

You care about the quality and realism of your analysis and its ability to inform practical decision-making. You are excited about working in a sustainability consultancy that tries to get to the core of the issues and provides clarity where it has been lacking. You enjoy a collaborative working culture.

## Employment Specifics

**Answerable to:** Mike Berners-Lee (Director at Small World Consulting)

**Reports to:** Carbon Accounting Leads

### Employment Contract, Period and Wage

Permanent contract | 37.5 hrs per week | Initial annual gross salary of £29,000 – £40,000 depending on experience, with regular performance-linked increments.

### Main Place of Work

Small World Consulting is based in offices at Lancaster Environment Centre on the Lancaster University Campus, and you will be expected to come into the office at least two days a week. Flexible working is possible, but employees must be willing to travel for regular team meetings, team-building days or key client activities.

### Main Duties

- Work closely with the Carbon Accounting Leads to provide estimated operational and supply-chain carbon emissions for a broad range of organisations, using our in-house models.
- Advise clients on carbon-reduction actions and targets, drawing on but not limited by UK-wide roadmaps such as the Sixth Carbon Budget, and introducing additional levers where necessary.
- Play an active part in developing, updating and evolving our in-house carbon assessment models and tools.
- Undertake duties as delegated by the Carbon Accounting Leads to support client deliverables.
- Translate client needs into viable projects, and prepare proposals outlining company requirements and identified solutions to be developed by Small World Consulting.
- Use a collaborative approach to engage with clients, communicate results and develop decarbonisation targets.
- Contribute to the process of generating quotes for new and existing clients.
- Undertake the necessary administration duties for establishing contractual agreements with new and existing clients and for administration of invoices.
- Provide flexible support in the development of Small World Consulting as a business, which may also include the Director's extended roles as a published author, public speaker and Professor at Lancaster University.
- Support case study development and external communication of project success stories.
- Produce and deliver presentations to public, private and third sector organisations.
- Work collaboratively as part of a supportive team of industry specialists providing consulting services.

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Assessment by</b>
<b>Knowledge</b>		
Educated to Master's level or higher in a STEM discipline.	Essential	CV and certificates
Knowledge of current global issues: Climate Change/Net Zero, Sustainable Development Goals, Science-Based Targets, etc.	Essential	CV and interview
Educated to PhD level in a STEM discipline.	Desirable	CV and certificates
Knowledge of carbon accounting.	Desirable	CV and certificates
<b>Skills</b>		
Strong quantitative skills in the areas of model development and data analysis.	Essential	CV and interview
Advanced user of MS Excel and competent in Outlook, Word and PowerPoint.	Essential	CV and interview
Evidence of transferable skills for working across sectors, e.g. with small, medium and large businesses, public sector or academic settings.	Essential	CV and interview
Ability to develop new specialist competencies in carbon accounting required for specific projects and clients.	Essential	Assessed in 3-month probation period
Ability to present information in an accurate and appropriate format, and to communicate effectively with a wide range of clients.	Essential	Assessed in 3-month probation period
Programming skills in Python (preferable) or R.	Desirable	CV and interview
Willingness and ability to travel nationally to meetings and events on an occasional basis.	Desirable	CV and interview
<b>Experience</b>		
Experience of developing models or data analysis tools, using Excel and/or programming languages.	Essential	CV and interview
Experience of working to deadlines and under one's own initiative, managing a project from start to finish, and delivering against targets.	Essential	CV and interview
Experience of carbon accounting methods.	Desirable	CV and interview
Experience of programming in Python or R.	Desirable	CV and interview
Experience of working as a consultant.	Desirable	CV and interview
Experience of working in an office environment and undertaking various administrative tasks to a high standard.	Desirable	CV and interview

## Life in Lancaster

Our offices are based in Lancaster Environment Centre on the Lancaster University campus. The campus is on the outskirts of town on the edge of the countryside, with a regular bus service and cycle routes to Lancaster city centre, and parking available.

Lancaster is a small city about an hour North-West of Manchester, just off the M6. It has good rail and motorway connections, with a West Coast Mainline train station enabling direct train journeys of around 2h30 to London and around 2h to Edinburgh and Glasgow. There are local lines providing transport to Manchester in 1h, Liverpool in 1h30, Leeds and Birmingham in 2h and Windermere in 40 mins.

A big draw for many of our staff is the proximity to breathtaking countryside – with the fells of the Forest of Bowland AONB a few miles away, the coast of Morecambe Bay nearby, and the Lake District and Yorkshire Dales National Parks about 40 minutes away.

As a city, Lancaster is lively with a good pub and coffee shop scene, several annual music festivals, a pretty canal through the centre, and a medieval castle and Victorian park on the hills either side of the centre.