

Job Description

Environment and Social Impact Coordinator

JOB TITLE: Environmental and Social Impact Coordinator			
Date Updated:	17/04/2023	Version:	1.1
Reports to:	HR and H&S Manager		
Work Location:	Plymouth and Home		

Responsibilities
<ul style="list-style-type: none"> To champion implementation, monitoring, compliance and continuous improvement to the Company environmental strategy and social impact/engagement program. To develop and maintain process to enable the review of the Company's performance in regard to the environmental strategy and social impact/engagement program. To contribute to the Company's collaborative work with external provision or training in support of the environment strategy and social impact/engagement program.

Main Duties
<ul style="list-style-type: none"> Support internal policy development for carbon neutral/net zero program: To co-ordinate and support the Company road map to a carbon neutral position and achievement of key milestones; including collaborative/engagement with external consultants/providers, partner agencies, colleagues; Implement and monitor a model enabling the measurement and monitoring of Company improvement in regard to impact for people and the environment; including administration of environmental impact reduction monitoring in progression to carbon neutral position. Support audit processes in regard to environmental and social impact and inclusion areas of Company work. Develop and support initiatives for social engagement. Support social inclusion; including development of accessibility from recruitment to the workplace, development and support of awareness of CSW as an inclusive and accessible employer promoting and supporting the Company within the Disability Confident Employer Scheme. Support continuance of the Company People Strategy; including development of the engagement program – organisation/support for, all staff team events, charity support and maintaining information feed for employee wellbeing. To undertake an annual self assessment against the implemented Company standards and coordinate an improvement plan regarding areas within the boundaries of the role, monitoring as appropriate.

- To support communication and the knowledge development of the full employee team; including output via internal/external networks via IT and media routes including Teams, SharePoint, social media etc.
- To ensure that all company policies and procedures including equal opportunities and health and safety policies and procedures are adhered to at all times.
- To embrace and optimise the use of ICT within the role.
- To be aware of the principles of the data protection legislation.
- To adhere to the company policy of commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults and to ensure that safeguarding arrangements are in place and are complied with.

Signed:..... **Date:**.....