

Sustainability First

Research Officer - Job Description

Full-time contract for immediate start

The Role

Key responsibilities

The post carries the following responsibilities:

- **Research:** Liaising with the Director and Associates to carry out research on specific projects and Sustainability First initiatives. This will include desk research, interviews, surveys etc., developing practical recommendations for change and writing reports, consultation responses, checklists and blogs to convey research findings and proposals (55%)
- **Project delivery:** Assisting with or leading on the delivery of specific projects with key partners and stakeholders, including public engagement and public participation events (20%)
- **Communicating Sustainability First's Messages:** Designing and taking part in workshops, conferences etc., and presenting Sustainability First's key messages to a wide range of audiences (20%)
- **Keeping up to date with developments in the field of sustainability:** Attending events, reading materials and proactively sharing information with the wider Sustainability First team (5%)

Qualifications and Experience

Essential:

- Qualified to at least degree standard – ideally in a discipline related to sustainability (e.g. social or environmental policy or economics).
- Fluent in English (written and spoken).
- Demonstrable skills and experience in using Word, Power Point, and Excel.
- Proven research experience: desk research, interviewing people, use of surveys, drafting reports, drawing conclusions, formulating practical proposals for change etc.
- Proven experience and understanding of the fields of sustainability or public utilities.

Desirable:

- Engagement experience: Convening groups of people to enable discussion and policy development between policy-makers, business leaders and the general public.
- Fundraising experience: research into funding opportunities, development of funding proposals etc
- Communications experience: writing blogs, presenting at workshops etc.

Essential Personal Attributes & Skills

The ideal candidate will have the following attributes:

- Excellent analytical skills, with an ability to concisely and quickly distill often complex information and identify practical proposals for change.
- A mature, reliable and proactive self-starter with a can-do attitude who is comfortable working both independently and as part of a small team.
- Excellent project management and organizational skills.
- A professional and polite person who can form good working relationships with a wide range of people.
- An empathy with the objectives of Sustainability First.

Location

- The post will be primarily based working from home with occasional meetings in central London and some (infrequent) travel further afield in the UK. The candidate must be able to work in the UK.

Pay and term of office

This is a permanent position. The remuneration for this full-time role is £27,000 - £32,000 Dependent on Experience.

About Sustainability First

We are a small but highly regarded think tank and charity that promotes practical, sustainable solutions to improve environmental, economic and social wellbeing through thought-leadership - primarily in public utilities such as energy and water.

Within these subject areas, we focus on promoting a 'public interest' agenda where consumer / citizen and environmental issues come together and yet there are often trade-offs between managing near-term pressures against the need for longer-term thinking and actions for sustainability.

Current projects include but is not limited to:

- Supporting companies to be more responsible/sustainable via improving business leadership, governance, measurement and practice
- Ensuring consumers, citizens and the environment's voice is heard in public utility decision-making including via the design and delivery of engagement projects.
- Promoting business and consumer behaviour change needed to deliver net zero and sustainable living
- Better regulation of essential service companies - water, energy and telecoms - for a fair sustainable future
- Practical policy and advocacy to support society's net zero transition, affordability, inclusivity, equity, data as a force for good, biodiversity, and resilience.

We concentrate on GB practice and policy, but we look more widely in drawing comparisons and best-practice examples.

We are an independent and trusted convenor on complex policy issues, and have a strong track record of bringing together senior decision makers with wider stakeholders in multi-party projects.

We work with public interest groups (consumer, citizen and environmental), companies, government, regulators and academics.

We publish discussion papers and reports, hold round tables and conferences and blog and tweet.

Our values

Sustainability First is underpinned by the following values:

- We are strongly motivated by our charitable objectives to educate and inform a wider public on sustainable policy and practice.
- We seek to make a difference and exert influence via evidence-based work - from which to promote discussion and debate and influence senior decision makers.
- We are a non-political charity, independent of any particular lobby. We are non-partisan and non-dogmatic in reaching conclusions, and not seeking pre-determined outcomes.
- Once we reach considered conclusions from our analysis and research, we aim to make our voice heard with policy-makers, regulators, companies and other stakeholders.

Sustainability First is a not for profit charity. We run on an Associate model where our small group of Associates work on specific projects. We have a small central staff team comprising our Executive Director, Policy Director, Communications & Engagement Officer, and a Research Officer. Our current Research Officer will shortly be leaving the team.

We have use of office space in central London but have always mostly worked from home.

For more information, please see our website: <http://www.sustainabilityfirst.org.uk>.

How to apply

To apply please visit <https://sustainabilityfirst.org.uk/who-we-are/work-with-us> to download an Application Form and Equal Opportunities Monitoring Form.

Completed Application Forms should be sent to recruitment@sustainabilityfirst.org.uk, attaching a copy of your CV (no more than three pages of A4) and a completed Equal Opportunities Monitoring Form.

The deadline for receipt of completed applications is **Sunday 18th September 2022**

Interviews will be online, via Microsoft Teams or Zoom, at **Wednesday 28th September**. If called to interview, you will be asked to make a very brief PowerPoint presentation.

We apologise that due to expected high levels of applications we will not be able to reply to all candidates. If you have not heard from us by 23rd September please assume you have not been shortlisted.

Sustainability First is an equal opportunities employer and welcomes diversity. However, you must be able to work in the UK to take up this role.

Start date

~ October 2022.