



BEST FOOT FORWARD

Bringing sustainability down to earth

Sustainability Consultant

Best Foot Forward, the award winning sustainability and footprinting consultancy, are looking for a sustainability consultant to help us further develop our business. We are looking for applicants with a positive attitude and real commitment to improving the eco-efficiency of businesses and other organisations. Our firm has a strong ethos, commitment to quality and believes in a good work-life balance.

Best Foot Forward is a small, growing, privately owned firm which specialises in

- carbon footprinting
- ecological footprinting
- sustainability risk management
- carbon management strategies
- communicating sustainability principles
- environmental accounting software

Having developed and consolidated a range of methodologies for assessing the sustainability of regions, organisations and products, we are now using these techniques with businesses and the public sector to improve their performance. This work regularly extends to ongoing engagement and comprehensive strategic planning for our clients. It is a really exciting time in this expanding market, and we have a very strong position in the sector; an impressive list of clients; and dynamic plans for the future of the company. We need consultants to develop new business and deliver existing projects to meet our clients' needs. The job is based in Oxford but will require some travel, the majority of which will be within the UK.

Job role:

- Engage clients to ensure their requirements can be converted into robust footprint analyses or strategic development projects.
- Manage multiple projects to ensure the timely delivery of high quality work.
- Assess and interpret technical calculations
- Write and present analytical results to inform decision making.
- Develop business opportunities and manage ongoing clients.

Essential skills and experience:

- Degree in environmental sciences, sustainability or similar.
- Experience of project management and client liaison.
- Proven ability at delivering large and small scale presentations.
- Proven ability to manage multiple projects, tasks and meet tight deadlines.
- Skill and experience at report-writing and numerical analyses.
- Sales and marketing experience within the sustainability sector

Desirable skills and experience:

- Project management qualification
- Understanding and experience of footprint methodologies
- Up-to-date knowledge of recent developments in the environmental field.
- Understanding of one or more of the following: economics, accounting, logistics, construction and manufacturing.
- Experience of people/line management.

Best Foot Forward have a strong commitment to a good work-life balance and believe in recruiting staff who will add to the unique character of the company. Although advertised as a 'consultant' position, we are open to recruiting people at varying levels of seniority. The salary will therefore be dependent on experience, in line with the market rate and inclusive of a non-contributory pension scheme. The salary range is £25k – 40k.

To apply please submit your CV and a covering document. All applications must *directly address* the skills and experience requests listed above. As a small company our time is precious, so please only submit an application if the advertised role matches your needs, and you can demonstrate an ability to meet the skills required. If you fit the bill, we're really looking forward to hearing from you!

Successful applicants will be invited to Oxford for interview which will include an assessment of presentation skills, numeracy and logical thinking.

Please send your application to Helen Tyrrell
Helen@bestfootforward.com

Closing date for applications is 30th September 2009.

Best Foot Forward is striving to be an equal opportunities employer and welcomes applications from all sections of the community.

