

Job Description 2023

Role Description: Environmental Auditor

Contract: 2 years (subject to reviews)

Reporting to: Chief Executive.

Salary: To be confirmed
3 days a week

Lead and Delivery Partner

Impactful Governance is a business registered with the C.I.C. Regulator and annually reports to Companies House. We are an SME Climate Hub and members of Social Enterprise UK. Our Researchers will engage in the face-to-face research with the end-user beneficiaries, conduct questionnaire research and report monthly to the Project Manager for analysis.

We examine the existing level of interaction (if any) of organisations in the environmental efforts to achieve net-zero carbon by 2030, 2040 or 2050. The project will hold interviews, create an inventory and produce a report to help organisations at level 1. A further piece of work looks at Environmental Policies and an implementation plan to work at increments to reduce carbon emission and energy (fossil fuel) consumption.

- **Management Practices & Technologies**

We explore the awareness, adoption and use of widely available technologies including but not limited to sequestration and our own Eco-Office Audit tools. In terms of management practices, we explore the awareness, adoption and use of mechanisms:

*Business Planning

*Leadership versus Management

*Creating a Competitive Advantage (cost savings)

*Communication Skills (cascading the eco message to staff and customers)

- **Methods/Approach**

We also examine the benefits and potential Impact that engagement has had on an individual organisation to show evaluation comparisons stipulating the effectiveness of business support using Logic Model examples.

Short, medium and long term outcomes will be identified. We follow quality standards and compare high level strategy with metrics for longer term analysis into the future. Existing levels of productivity are bench-marked and include the size of business, sector, location, current technology used, management practices used, etc.

- **Size/Sector/Geographical Location**

Size: SME <250 employees
Number of SMEs: 500 potential, 200+ participants
Sector: Small Medium Enterprise
Location: Watford, Hertfordshire
Type: Owned or operated SMEs, Charities or commercial.
Those who have or have not yet been involved with support from Impactful Governance, for example Family Run Firms, Construction or Retail that could benefit from environmental improvements and carbon reduction. The innovative data collection methods will be a combination of e-marketing, networking, site visits, telephone contact and one to one relationship building and sourced by working with our own "Audit" tools that we have developed plus individual research interaction between our appointed staff, directly with the business owner or manager.

Main Duties

- **Measurement**

Survey questionnaires will be conducted to establish the background and current level of engagement or knowledge. It is anticipated that some will sign-up to the Government pledge to be net-zero by 2030/40 or 50.

Questionnaires are used for the evaluation and establishing the benchmarks will take place at initiation. Both quantitative and qualitative analysis will be necessary together with additional case studies. We will provide evidence of how to enable technology and management practice adoptions to see what works, using robust evaluations. Peer bench-marking tools show how environmental processes evidence more adoption or awareness as a result of the intervention. Evaluations may consider whether membership of a body or network influences the results or not.

Four SME businesses will be visited each working day (two morning and two afternoon), totalling 6 hours. Travel time between those clients is paid within the 7 hour working day. Research visits are usually 9am-1pm and 2-5pm.

1-1 support from the Researcher provides 3 hours of Mentoring and Coaching on available environmental improvements to the SME at the client premises. This will involve travel and the use of shared vehicles or public transport to reduce carbon ourselves.

The project is expected to commence April 2023 and continue for a period of one year until the end of September 2022. It is envisaged that most clients will have received support within the first 9 months, allowing the following 3 months for research to be conducted on the project and work to create future projects.

We will have an external evaluation partner showing the impact of the evaluation alongside the causal impact within the full evaluation plan.

Teamwork

- Generate client leads (1 day office-based research) and arrange visits.
- Attend Team review meetings to refine services by zoom or in person.
- Participate by: providing presentations, training, Consultancy, Mentoring, Facilitation, Coaching, Workshops or Away Days.
- Discuss potential funding and identify opportunities to increase revenue for organisations, in line with our Aims, Mission and Vision.

Additional Requirements of the role:

- Improving customer relationships, identifying partnerships and funding.
- Working with clients at Manager and Director level.
- Attend networking events for the recruitment and promotion of Impactful Governance - Community Interest Company's campaigns and publicity.
- Attend conferences and network event as an Ambassador to promote the organisation and keep abreast of issues surrounding Governance.
- Provide input to an annual Impact Report based on findings of an Annual Away Day, ready for the AGM.
 - Attend an annual Away Day - information sharing to advise, revise and improve the Business Plan.
- Identification and recommendation to the Chief Executive of other potentially suitable Environmental Researchers or Auditors.
- Work within the Policies and Procedures of Impactful Governance - Community Interest Company and ensure that the organisation Aims and ethos are being met.
- Adopt the Mission of Impactful Governance - Community Interest Company throughout your interactions and work.
- Encourage everyone to work towards our vision.
- Contribute to marketing, publicity and sales campaign materials.
- Work in accordance with C.I.C. Regulator, Business Innovation & Skills guidance, Charity Commission and other statutory integrated working processes including when working with vulnerable adults or children: person-centred planning and support planning where appropriate (Current unspent convictions must be disclosed and an enhanced DBS is a requirement of this role).
- Retain knowledge of good practices in: Charity & C.I.C. Governance and Education, Mentoring, Coaching & Training through internal management Team Meetings and wider knowledge.
- Abide by Data Protection, keeping confidential and accurate records, including ***only*** storing client information files on Impactful Governance - Community Interest Company **CRM** database and undertake all quantitative and qualitative monitoring within expected timeframes whilst also adhering to Data Protection registration and purposes.
- Work in accordance with and actively promote the values of Impactful Governance - Community Interest Company, including equality, diversity and inclusion.
- Actively participate in Impactful Governance - Community Interest Company training and Away Days as well as Team meetings.

- Work within the framework of Impactful Governance - Community Interest Company's policies and procedures, particularly in terms of confidentiality and safeguarding.
- Other evolving practices that may arise in the course of meeting the requirements of this role.

It is a requirement of this role that all Auditors have a clean enhanced DBS clearance before commencing any work. DBS Update Service is the preferred method of checking. If you do not currently have an online (transportable) enhanced DBS, one will be processed for you.

All training materials, exercises and support processes developed during your role are copyright and remain as Intellectual Property of Impactful Governance - Community Interest Company.

Expenses

Travel at 45p a mile if using own vehicle

Walkig, cycling or public transport is the preferred eco-travel method.

Leave

A **Leave Policy** applies and is provided within the application process.

Inclusive Practices

An **Equality, Diversity and Inclusion Policy** applies and is provided within the application process.

Impact

An Impact Report outlines our services and impact.

Contribution to the Impact Report and 3 Year Business Plan by informing the Chief Executive of market trends, quality improvements and key performance indicators to show the impact of our services:

- o Number of community organisations engaged with.
- o Number of community organisations that complete Audits.
- o Number of mentoring support provided.
- o Number of networking events attended and visits achieved.
- o Number of grants or tenders achieved.
- o Number of organisations that register as an SME Climate Hub.
- o Number of organisations who make recommended changes.

This document is updated regularly and other services or approaches may be developed throughout the year to provide maximum support to our communities.

(updated: February 2023)

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