



CARBON LITERACY & SUSTAINABILITY TRAINER (FIXED TERM CONTRACT)

Lighthouse Sustainability helps businesses navigate sustainability challenges, accelerating progress towards a more sustainable, low carbon economy.

We do this through delivering commercially focused advisory, coaching and training to empower individuals and teams to take action, from Boards and senior management teams to the factory floor. We have a significant pipeline for Carbon Literacy and carbon related training and a strong pedigree in delivering a wider range of tailored sustainability training to business, covering carbon, circular economy and biodiversity, both in the UK and globally.

We are growing with ambitious plans to expand our high-quality services and seek an enthusiastic and resourceful Lead Trainer, who is driven by impact to help us scale what we do. This role is pivotal to help deliver Lighthouse Sustainability's growth, with strong prospects for personal development.

WHO YOU ARE

Our quality and our people are everything. For success, you will:

- Share the ambition of Lighthouse Sustainability.
- Be independent and proactive, comfortable working in a small team and at times, solo.
- Be resourceful and flexible, with autonomy in how you manage your work.
- Have commercial focus, with a drive to win work and deliver impact.
- Hold yourself accountable to deliver exceptional quality and service to all clients.

YOUR RESPONSIBILITIES

Reporting to Emma Burlow, Lighthouse Sustainability Founder, you will have opportunity to help shape this role, with a focus on **delivery**, **quality** and **business growth**. You will be responsible for:

- Delivery
 - Deliver training courses, including Carbon Literacy, Train the Trainer and wider sustainability courses. These courses will be face to face across the UK and virtual across the globe.
 - Schedule training courses and manage client liaison, with team support.
 - Deliver course improvements and development, including Carbon Literacy accreditation where needed.
- Quality
 - Capture and deliver against KPIs to demonstrate impact, including reporting and CL certification.
 - Seek and manage client feedback for continuous quality improvement.
 - Keep up to date with emerging trends and best practice.
 - Work with the team to establish our Learning Management System.
- Business growth
 - Manage a portfolio of existing clients, developing trusted relationships and delivering ongoing support and collaboration.
 - Initiate business development and close sales with new clients.
 - Research and identify emerging trends, activities and new opportunities.
 - Support our outreach and marketing activities, building partnerships and advocating for Lighthouse Sustainability.



YOUR SKILLS AND EXPERIENCE

Essential

- Qualified sustainability professional with sound knowledge and understanding of environmental and sustainability issues affecting commercial organisations (through formal education, in-work experience or volunteering).
- Carbon Literacy Trainer (or Carbon Literacy Facilitator progressing to CLT status) with experience training in a business environment.
- Effective communication skills (written and verbal); a competent and engaging communicator with proven track record of engaging a range of audiences.
- A personable nature with demonstrated experience in facilitating discussion and managing diverging opinions and perspectives.
- Effective time management skills with the ability to handle multiple tasks and relationships, accommodating change sometimes at short notice.
- Self-starter with high resilience with ability to manage workload, prepare and deliver training from start to completion and take hurdles in your stride.
- Attention to detail and strong IT skills (including Excel) with openness to adopt new technology and systems.

Desirable

- Experience delivering wider sustainability training including ESG, circular economy or biodiversity in a business context.
- Formal training qualification in adult education and experience designing courses and curricula.
- Specific experience covering the following sectors: Healthcare, Finance, Food and Drink, and Sport.
- Sales and business development experience.
- Exposure to global business, potentially through living or working outside of the UK.

WHAT WE CAN OFFER YOU

- Part time role (minimum 0.4 FTE) 6-month fixed term contract with opportunity to extend.
- Fully remote role, with occasional travel to UK clients, including overnight stays as required.
- Competitive salary based on experience, range £33-40,000 (pro rata).
- 33 days annual leave, including bank holidays (pro rata).
- 5% employer contribution pension (after completion of probation period).

DIVERSITY

We know that a diverse workplace delivers the best results. We encourage applications from anyone, from any background, and are flexible to the needs of working parents and carers. We are committed to make any reasonable adjustments so that everyone can apply to this role. If you need additional support for your application, please contact georgie@lighthouse-sustainability.co.uk to let us know what you need and where we can help make this accessible for you.

We welcome your application. Please send your CV and covering letter to georgie@lighthouse-sustainability.co.uk.

Application deadline: Friday 26 January 2024.

Our intention is to hold interviews on Tues 30 and Weds 31 January 2024.