

Corporate Responsibility Director

Role objective

To develop, fine tune and implement the corporate responsibility strategy to focus on community impact, engaging staff and customers, and to reinforce the brand's ethical stance and profile.

Responsibilities

- To clearly articulate, internally and externally, the organisation's CR values and approach, widening the CR issues base
- To develop and implement an effective community strategy which engages staff, uses and develops the core talents of the organisation, makes a positive contribution to communities in which the organisation operates, and builds external profile
- To develop, communicate and manage an employee volunteering and employee giving programme to achieve high levels of employee participation
- To develop, communicate and implement environmental strategy
- To manage/coordinate/engage a third party in the measurement of the organisation's carbon strategy; footprint, consumption, response to legislation, and reporting on results
- To determine and communicate the organisation's carbon and waste reduction targets and strategy, and ensure progress is monitored and reported
- To develop and instigate a behavioural change strategy to raise employee awareness of carbon and waste reduction at work and at home
- To assess the validity of the charity partnerships programme against corporate strategy and review, developing, where appropriate, new partnerships or initiative frameworks to ensure meaningful and impactful partnerships deliver value to both partners and compliment charity/NGO and corporate strategy
- To establish a robust framework to measure and report on social return on investment
- To work with procurement to develop and implement a sustainable procurement strategy and influence the CR performance of the supply chain and deliver on the organisation's CR commitments
- To write the content for the CR Annual Report supporting the brand and delivering world class reporting
- To manage the CR budget
- To manage CR Team and key relationships with other department Directors and business heads

Skills and experience

- Educated to degree level (or equivalent) ideally with a CR related post graduate qualification
- Solid understanding of CR issues and of the social and political environment
- Strategic thinker who is able to translate strategy into robust plans with clear deliverables
- Proven track record of partnership working, project management and the successful delivery of CR programmes
- Proven experience in delivering and managing change through organisations

- Proven track record of understanding CR measurement metrics including the implementation of a robust data management approach
- Ability to see how CR goals fit within and enhance corporate strategy
- Demonstrable ability to understand risk avoidance (financial and reputational) and commercial awareness to use CR to save and make money
- Previous experience reporting into Board level
- Previous budgetary experience
- Demonstrable management and personnel development ability

Key competencies

Collaboration - Works cooperatively with colleagues and partners to build consensus and deliver desired outcomes for the organisation.

Communication - Communicates clearly and in a compelling manner to both individuals and groups. Uses appropriate communication tools, style and language for the audience. Inspires others to get involved in CR related activities.

Influence – Gains support for the CR agenda by persuading and convincing others. Understands others and influences them in a way that results in acceptance, agreement or behaviour change. In particular, is able to clearly articulate the business case for CR.

Organisational Awareness - Understands the business. Identifies who the real decision makers are and the individuals who can influence them. Predicts how new events or situations will affect individuals and groups within the organisation.

Organisational Commitment - Willing to align own behaviour with the needs, priorities and goals of the organisation, and acting in ways that promote organisational needs.

Strategic - Demonstrates a broad based view of issues, events and activities and sees their longer term impact or implications. Identifies patterns and connections between situations to identify underlying issues in complex situations.



KPIs

- | | |
|---|---|
| • People engaged in internal speaking opportunities | • Improvement in Employee Engagement score, particularly in relation to CR measures |
| • Stakeholders engaged through external communication opportunities | • Budget management |
| • Value of external exposure as a result of CR | • Risks mitigated using CR |
| • Carbon reduction and resulting costs saved | • Employee giving |
| • Waste reduction | • Employee volunteering and connection to performance of volunteers |
| • 'Clean' environmental audit | • % of suppliers complying with procurement policies (including audit compliance) |
| • Community Investment and return on that investment (for the business and beneficiaries) | |

- Number of employees volunteering in CR initiatives
- Number of CR champions (Senior Management and other staff levels)
- CR Index performance
- Use and distribution of CR report

Reporting lines

- CR Director reports into the Board
- Direct management of CR Team (2-4 people)
- Project lead of large cross functional teams on specific projects
- Budgetary management and reporting

Salary

£80,000 + bonus + benefits

Learn more about CR Competencies at BITC's [CR Competency Map](#), an initiative of the [CR Academy](#), a collaborative project led by [Business in the Community](#) to provide training, support and advice on CR.

Discuss the impact and goals of sustainability strategy in your business and how to recruit the best talent to facilitate this with [Acre](#), the leading specialists in sustainability recruitment.