

SUSTAINABILITY CO-ORDINATOR

We are seeking an experienced Sustainability Co-ordinator to join our Marketing & Sustainability team at an established family-owned business in Leeds. Wilson Power Solutions is a leading manufacturer and supplier of electrical power distribution equipment and a pioneer of ultimate low-loss amorphous transformer technology. Our flagship product saves money, energy, and carbon and offers an innovative solution to the worldwide challenge of energy wastage.

Key Responsibilities:

As a Sustainability Co-ordinator, you will report to the Head of Marketing & Sustainability to contribute to carbon measurement and ESG across Wilson Power Solutions and all stakeholders through, and not limited to, the tasks below:

- Develop a sustainability strategy and work plan
- Contribute to a CSR strategy and report
- Work with different team members to draft ESG policies and measurement metrics
- Introduce and undertake initiatives and improvements to different ESG aspects
- Liaise with procurement to draft procurement principles
- Create an annual sustainability report
- Liaise with Finance to create an SECR to accompany the financial accounts
- Work closely with carbon auditors to measure, reduce and verify carbon emissions
- Identify key accreditation and verification schemes to expand our sustainability credentials
- Expand the scope of the operational carbon to include all relevant categories
- Liaise with upstream and downstream stakeholders to collate carbon data (internally & externally)
- Scope and gather data for product embodied carbon and LCA
- Communicate and report on carbon emissions for customer supplier questionnaires
- Contribute to a carbon reduction plan, considering creative and responsible initiatives
- Attend and contribute to relevant internal and external meetings
- Propose changes to processes, including CRM and ERP, to improve data capturing
- Provide support to all stakeholders and work towards resolving and improving inadequate reports or unclear matters
- Work with the relevant teams to communicate sustainability data, announcements and projects
- Identify and attend industry events and conferences to contribute and represent the company
- Present to internal and external stakeholders
- Managing your own time to ensure tasks are completed to plan & to deadlines

- Ensure quality and accuracy of the measurement and documentation to the highest standard
- Ensure being helpful, courteous and professional at all times
- Occasionally work unsociable hours when required to meet demand with flexibility for potential UK travel

Skills, Knowledge & Experience:

- Sustainability qualification is essential
- Experience working with sustainability strategy and reporting is essential
- Solid understanding of the current UK & regional sustainability regulatory landscape is desirable
- Experience in Scope 1, 2 & 3 reporting is essential
- Experience in scoping and collating data for product carbon with relation to various methodologies is desirable
- Solid knowledge of carbon frameworks and accreditation is desirable
- Experience in drafting ESG policies is desirable
- Experience in launching and running CSR initiatives is desirable
- Proficiency in using Microsoft Excel is essential
- Great attention to detail and organisational skills are essential
- Strong analytical and research skills are essential
- Self-starter who can work independently using self-initiative to come up with ideas and work on projects from concept to completion is essential
- Ability to work collaboratively as part of a team is essential
- Knowledge and experience in manufacturing or electrical networks is desirable
- Ability to multitask and work in a fast-paced, continuous improvement environment is essential
- Confident and dynamic personality demonstrating excellent communication, presentation and soft skills
- A driving license is desirable
- Strong writing, editing and proofreading skills are desirable
- Positive, solution-oriented and proactive approach is desirable

Salary and benefits:

- Salary is negotiable based on experience
- 25 days holiday per year plus 8 bank holidays
- Company profit share scheme (paid quarterly)
- Healthcare & well-being scheme
- Pension
- 4 weeks full pay paternity/maternity leave
- EV scheme and on-site chargers
- Parking on site

Please email your CV and cover letter, detailing your current salary, to the HR team at hr@wilsonpowersolutions.co.uk. All applicants must be able to demonstrate their right to work in the UK. No agencies.