

Business in the Community Ireland (BITCI) is excited to invite candidates to apply for the position of **Sustainability Adviser (Governance Specialist)** in BITCI's Responsible Business Team.

BITCI -Leaders in Sustainability and Social Inclusion. Our purpose is to inspire, challenge and facilitate businesses to bring about a sustainable, low carbon economy and an inclusive society where everyone thrives. We leverage our extensive network and depth of knowledge to guide businesses to embed all aspects of sustainability into their operations. Our programmes and partnerships are designed to bring about measurable improvements in environmental sustainability and social equity. www.bitc.ie

Purpose of the role: To develop and deliver advisory services and events that support good governance in service of responsible, sustainable business outcomes. Also to provide effective relationship management for BITCI's member companies.

Job Summary

- *Permanent role Full-Time 35 hours per week- subject to a 6-month probationary period.*
- *Salary € 45,000-€55,000 per annum DOE.*
- *Role is based in Dublin (hybrid role, 2 days in the office location is Dublin 7).*
- *In-depth expertise and a thorough knowledge of corporate governance and sustainability, developed through a third-level degree or equivalent qualification, and/or relevant work experience.*
- **Minimum of five years'** *experience of working directly with business, or in business advisory organisations, in a role responsible for sustainability performance, sustainability reporting, leadership development, responsible supply chains, or similar.*
- *Experience designing and delivering services and interventions that promote sustainability within business (either in-house or as a consultant/adviser).*
- *Strong IT skills with full proficiency in Microsoft Office, particularly Excel and PowerPoint.*

Please note that you must hold current eligibility to work in Ireland to be considered for the role.

See full job description below for further details

Benefits offered:

- Annual leave: 23 days annual leave per year pro rata, rising to 26 days after 1 year,
- PRSA: Option to join the Company's PRSA scheme after six months' service with 5% employer contribution,
- Remote/Flexible/hybrid working practices,
- Career growth – We want you to grow with us,
- Access to our Employee Assistance Programme including unlimited free virtual GP visits,
- Cycle to work scheme; including claiming back your millage,
- TaxSaver commuter scheme,
- Supports to set up home office and provision of all necessary IT infrastructure for remote working,
- Volunteer days – We encourage you to give back to the community,
- Sustainability Travel Leave-BTICI as the first-ever Irish company to implement Climate Perks!
- Did we mention great teammates?

How to Apply:

To apply for this role please send your **CV and cover letter** via email to careers@bitc.ie by Tuesday **30th of September** and mark the Subject Line: **Sustainability Adviser – Governance Specialist**. Interviews will be held at our office in Dublin 7 shortly after the closing date.

Business in the Community Ireland is committed to creating a diverse environment and is proud to be an inclusive employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or socio-economic status.

Note: Applicants who anticipate needing special assistance for any part of the application process may contact, in confidence, careers@bitc.ie

Job description

The Adviser develops and delivers services that help BITCI's member companies to strengthen their sustainability governance practices. We define sustainability governance as "a company's purpose, management and decision-making structures, values, and stakeholder engagement approach in support of its sustainability strategy."

As an Adviser specializing in *Governance*, you will have the opportunity to influence and support some of Ireland's leading companies in embedding responsible business practices at the heart of their business models.

The Adviser will work with businesses on core topics such as strategy and leadership; reporting and disclosure; stakeholder engagement; materiality; risk-based due diligence. It is anticipated that you will also closely support BITCI's work on either Business and Human Rights or Supplier Engagement / Responsible Supply Chains. You will be supported to build expertise and confidence in key subject-matter areas as required.

The role involves both one-to-one advisory support for companies, and the development of shared learning such as workshops and training. The Governance Adviser will also have account management responsibility for a portfolio of companies and may manage relationships with external partner organisations.

Core Responsibilities

- Act as a subject matter expert on governance for sustainability, offering insight and guidance externally and also to colleagues as BITCI seeks to ensure agile and relevant market offerings.
- Follow regulatory and policy developments and interpret their implications for members and for BITCI's positioning.
- Deliver advisory services on a one-to-one basis to member companies on governance topics, and on responsible supply chains.
- Identify, design and deliver collaborative initiatives to support member companies to fulfil their goals.
- Design and deliver workshops and events (in person/hybrid/virtual) on governance topics and responsible supply chains, suitable for senior business leaders, specialists, and practitioners from member companies.
- Support BITCI's CEO-level Leaders' Group through research, session design, facilitation etc. as required.
- Represent the organisation externally through speaking, writing articles and policy submissions, attending government meetings and engaging with media.
- Identify and develop partnerships with relevant stakeholders to support delivery of member services.
- Manage a portfolio of member companies; build trust and engagement; ensure that they make good use of their membership entitlements and are involved in the BITCI programme of events, dialogue, and collective initiatives.
- Support business development / funding applications as required, for example by assessing funding opportunities, contributing to proposals, attending meetings, etc.
- Support implementation of BITCI's 2025-28 Strategy, for example by joining relevant working groups or owning/supporting specific tasks and objectives.
- Contribute to continuous improvement of BITCI's internal governance and transparency.

PERSON SPECIFICATION

Qualifications:

In-depth expertise and a thorough knowledge of corporate governance and sustainability, developed through a third-level degree or equivalent qualification, and/or relevant work experience.

Experience:

- Minimum of five years' experience of working directly with business, or in business advisory organisations, in a role responsible for sustainability performance, sustainability reporting, leadership development, responsible supply chains, or similar.
- Experience designing and delivering services and interventions that promote sustainability within business (either in-house or as a consultant/adviser).
- Detailed knowledge of the EU regulatory landscape and relevant Directives and standards (CSRD, EUDR etc.)
- Thorough understanding of sustainability trends, and the challenges and opportunities around improving corporate sustainability in an Irish context.
- Experience in account management and client relationship management at senior level.
- Excellent working knowledge of Microsoft Office.

Other desirable skills and experience:

- Ideally hold a postgraduate specialisation in corporate sustainability, sustainability reporting, sustainable procurement, or human rights.
- Experience of applying best practice frameworks and standards, for example the OECD Guidelines for Multinational Enterprises on Responsible Business Conduct, the European Sustainability Reporting Standards (ESRS), or relevant ISO standards.
- Experience building or managing partnerships / stakeholder initiatives.
- Experience managing external stakeholder relationships, esp. with government, academia and/or professional bodies.
- Public speaking skills, and experience representing an organisation at external forums, conferences, or industry associations.
- Experience using a CRM (Customer Relationship Management) system.

Personal Attributes:

- Ability to work independently and as part of a dynamic team with multiple tasks and deadlines.
- Professional and client-driven attitude.
- High degree of attention to detail and thoroughness.
- Strong analytical and problem-solving skills, with the ability to synthesise insights into actionable recommendations.
- Excellent communication, research, writing, and presentation skills.
- Strong time and project management skills.
- Highly motivated, enthusiastic, and committed to the values of Business in the Community Ireland.

The above is not an exhaustive list of duties. There may be other ad-hoc duties assigned from time to time, and the Adviser will be expected to support the Responsible Business Team as needed, in line with the overall organisational objectives of BITCI.