



Job Specification: Sustainability Officer

HOURS	4 - 5 days / 32 - 40 hours per week
LOCATION	Bristol
REPORTS TO	Chief Operating Officer
SALARY	D1 – D14 (£13.29 – £15.20 per hour) / £27,634 – £31,626 (pro rata)
HOLIDAY ENTITLEMENT	33 days (pro rata), including bank holidays
KEY BENEFITS	Pension scheme, company employee bonus scheme, annual team retreats
CONTRACT TYPE	Permanent

IN A NUTSHELL

We are looking for a highly motivated, passionate and driven new Sustainability Officer to join our amazing team. This dedicated sustainability role is an exciting opportunity for the right person to join a company with sustainability at its core.

The new Sustainability Officer will play a leading role in our pioneering journey towards making our company and projects more sustainable. The role will transcend all aspects and departments of the company, ensuring we continue to go above and beyond, minimising our impacts and inspiring positive change through all our activities.

The key focus of the role will be in the delivery of our events, including our flagship event Shambala Festival. However, it is also designed to be a developmental role with great potential for growth. It will cover aspects such as the internal workings of the company, its office and team, communication, and inspiration through involvement in reporting and article writing, as well the strategic development of Kambe's external consultancy.

The role is available as a full-time 5 day a week position, but as a flexible employer, applicants would be considered that require a slightly shorter working week.

ABOUT US

Over the past 20 years, Kambe Events has built a market leading and international reputation as an ethical, sustainable, and creative events company. Shambala Festival is our flagship show and we have run several smaller in-house events. We also produce events for third parties, provide a variety of consultancy services and have other interests as part of a diverse portfolio of activity.

Shambala is an award winning, pioneering green event and it's carbon footprint has been reduced by 90% in the last decade. The event is proudly meat and fish free, 100% renewably powered and pioneered industry wide initiatives such as banning disposable plastic bottles and bar cups. It was the first festival to ever achieve a five-star Creative Industry Green rating. Shambala is known for raising the bar when it comes to sustainability. We have plans to keep up this momentum and want this reputation and benchmarking to transcend the entire company and continue to influence the industry.

We have several smaller ongoing in-house events and a strategic aim to develop a new event in the coming years. We occasionally produce events for third parties, provide a variety of consultancy services and have other interests as part of a diverse portfolio of activity, from ethical event apps to a stainless-steel reusable bottle business. Every project we take on, whether in-house or external, adheres to the strict sustainability standards we are known for.

We are currently an employee team of 11, but are recruiting several more positions and expanding. This team is supported by the board of directors, including key non-executives that play an active part in aspects of the company. We also work alongside a wider family of freelancers. The team is predominantly based at our head office in Bristol, although we do have members in Northamptonshire (where Shambala is based), and in Lisbon. We navigated a difficult few years very well as a team and now have a bright future ahead of us with inspirational projects in the pipeline and a drive to embrace modern, inclusive and ethical work practices.

VISION: To shift minds, touch hearts and stir souls.

MISSION: To cultivate an ecology of radical events, platforms and products which help regenerate the planet and contribute to a better world.

VALUES:

- Integrity** – we are passionately ethical, honest and fair.
- Inclusivity** - we are a collective that welcomes all fellow human beings to join the fold, providing they behave with respect, love, and kindness.
- Imagination** - we celebrate silliness, play, diverse ideas, new artists and art forms - because it's what makes us human.

JOB OUTLINE

As Kambe's Sustainability Officer your primary role will be holding responsibility for the delivery, and contribute to development of Kambe's sustainability goals, aims and objectives.

You will be tasked with measuring our impacts and will have responsibility, alongside all team members and stakeholders, for performance and reduction.

The role will be managed by and report directly to the Chief Operating Officer. You will be further supported and mentored by one of Kambe's founders and non-exec directors, presenting an opportunity to learn from a leading industry professional, ensuring the transfer and consistent application of knowledge across all Kambe's activities.

The role requires you to work onsite at all our events. As a guideline, this will be approximately 3-4 weeks of the year in 2023. It will also include weekends and evening work while onsite.

KEY RESPONSIBILITIES

- Developing and driving forward sustainability initiatives for the company
- Implementation and delivery of all initiatives and objectives
- Managing sustainability teams and projects on the ground at events
- Defining SMART objectives and methodology for assessment
- Traders / concessions sustainability
- Developing and updating sustainability policies for the company
- Develop and deliver annual Green Action Plans for all event projects
- Data collection and impact reporting
- Training of Kambe Staff in sustainability ensuring the team is up to date with current issues and solutions
- Representing Kambe at relevant industry bodies and conferences
- Working with our Marcomms team to effectively communicate our initiatives, achievements and promote Kambe and its services
- Playing a role in the development of Kambe's consultancy services
- Ad hoc support roles for the company and its activity as required

We are a small and dynamic team and there will be tasks that fall outside of the above key responsibilities – you need to be flexible and willing to adapt to requirements.

ABOUT YOU

Most importantly we are looking for someone who recognises how critical the environment is to all aspects of a positive world, and is highly motivated to inspire positive change.

We are looking for someone who is experienced in the event industry, knows greenfield events, is dynamic and passionate about sustainability, with complimentary skills and attributes. We welcome people who think outside the box, are adventurous in their thinking and would set challenging strategic goals.

Kambe Events recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds.

ESSENTIAL SKILLS AND EXPERIENCE:

- Excellent knowledge and understanding of environmental sustainability
- Experience of managing and delivering projects
- Good knowledge of relevant practices, opportunities and stakeholders for effective emission and impact reductions
- Event industry experience in sustainability
- Excellent written and verbal communication skills
- Highly organised and proficient in project, data and people management
- Capability to balance multiple projects / workflows, with significant multi-tasking skills
- Excellent IT literacy including PowerPoint, online comms, social media, Excel, Word, etc
- Excellent time management skills with ability to prioritise workload
- Ability to survive for 2 weeks on site without a bacon sandwich
- Demonstrable unwavering passion for the environment

DESIRABLE SKILLS AND EXPERIENCE:

- Relevant degree level or professional qualifications
- Festival and green-field event experience
- Experience of environmental consultancy work
- Experience of funding / bid writing contributions
- Experience of carbon footprinting and environmental framework tools

- Experience of working with project management software Asana and or Eventree (or similar)
- Driving Licence
- Confident public speaker

PERSONAL ATTRIBUTES:

- Driven to act, make a positive impact and influence change
- Collaborative worker
- Flexible and adaptable
- Willingness to work on site for periods of time
- Calm under pressure
- Logical and innovative
- Independent thinker
- Proactive problem solver
- Passion for festivals and the arts
- Ethically and socially driven
- Interest in environmental and social issues
- Interest in social justice and equality

WHAT WE OFFER:

- Annual leave of 33 days (pro rata) including bank holidays
- Pension Scheme
- Company employee bonus scheme
- A friendly and supportive work environment
- Be part of an innovative and ethical organisation with pioneering sustainable practices
- The opportunity to play a key role in a growing organisation which aims to become majority employee owned
- Annual team retreats and the opportunity to attend various conferences and events

- Training and personal development opportunities
- A flexible working environment
- Incredibly good office playlists

HOW TO APPLY

Please submit your CV and a cover letter (max 500 words) explaining why you are suitable for this role by noon on Wednesday 8th February 2023 to info@kambe-events.co.uk

Applicants will be shortlisted and notified by Friday 10th February 2023.

Interviews will be held on Thursday 23rd February in Bristol.

Please be available for interview on this day and make this clear in your cover letter along with the earliest date that, should you be successful, you will be able to begin employment. Please also state where you saw the job role advertised.

We are aiming for the right candidate to start as soon after interviews as possible, but understand this may be dependent on existing commitments and notice periods.

Kambe Events operates under UK Employment Law and we will require evidence of your right to work in the UK at interview stage.

EQUAL OPPORTUNITIES

It is the policy of Kambe Events to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, gender, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status.

Furthermore, Kambe Events will ensure that no requirement or condition will be imposed without justification that could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

Kambe Events is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. All staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.