

# It starts with community

The National Lottery Community Fund  
Role Profile



## Environmental Officer

**Directorate:** Finance & Resources

**Department:** Facilities

**Role/Competency level:** Level 2

**Reports to:** Facilities Manager



# Role Profile: Environmental Officer

## Role purpose

In this particular role, you will be responsible for facilitating the Fund's efforts to reduce its environmental impact. You will lead best practice around environmental sustainability across sites and engage staff to consider their own impact. You will draw learning and resources from external sources, to develop an array of approaches, with a view to getting all staff to consider the resources they use, irrespective of their motivation.

You will support the Fund's established Climate Action Network group, ensuring that they all feel connected to and can contribute to energy and resource savings projects/initiatives/themes. You will ensure said projects are well planned and progressed and will collate and share environmental measures to demonstrate achievements. You will also provide relevant updates to SMT and work closely with the SMT lead on environmental sustainability, highlighting any issues requiring resolution.

The role will mainly be based in one office, but you'll be required to engage the Climate Action Network group across the Fund and develop communications that will reach all staff. You may be drawn into any project/team to advise on environmental sustainability. You will engage with internal and external stakeholders and will support the communication of strong external messages declaring our dedication to working sustainably.



# Role Profile: Environmental Officer

## Key responsibilities

- Facilitate the Fund's efforts to reduce its environmental impact
- Lead, advise and report on environmental sustainability progress and initiatives
- Encourage colleagues to consider their own environmental impact and use of resources
- Support the Green Champions projects



# Role Profile: Environmental Officer

## Knowledge, skills and experience

- Significant practical experience of dealing with the day to day issues surrounding environmental and sustainable initiatives
- Experience of working in a multi-site organisation, and developing strong working relationships with colleagues
- Experience of proactively identifying and implementing improvements
- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.



# Role Profile: Environmental Officer

## Role competencies: Level 2

- **Strategic direction**  
Understands strategic priorities and seeks to align own actions with team, directorate, and organisational goals.
- **Leading our culture**  
Contributes to an inclusive working environment where all opinions and challenges are listened to, and all individual needs including own wellbeing are considered.
- **Working together**  
Considers team as well as individual success and adjusts working style and practices to achieve results.
- **Delivering quality results**  
Knows what is expected and regularly checks performance against objectives, making suggestions for improvement or taking corrective action where necessary.
- **Diligence and control**  
Follows relevant policies, procedures and regulations and acts to prevent problems by identifying and reporting issues and contributing to solutions.
- **Developing self and other**  
Takes responsibility for own development, completing and maintaining a Personal Development Plan. Seeks learning opportunities and feedback.

## Our Values



### We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



### We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



### We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



### We are adaptable

We welcome and embrace new ideas and ways of working.



### We are compassionate

We work with care consideration and humility.