ROLE PROFILE

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| Title: | Global Environmental Sustainability Specialist | | |
| Functional Area: | Delivery, Performance and Accountability | | |
| Reports to: | Dual Reporting to Head of Supply Chain & Head of Facilities | | |
| Location: | Any Plan International entity where we are able to host | Travel required: | Yes |
| Effective Date: | ASAP | Grade: | TBC |

role PURPOSE

Plan International is an independent child rights and humanitarian organisation committed to children living a life free of poverty, violence and injustice.

We actively unite children, communities and other people who share our mission to make positive lasting changes in children’s and young people’s lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind.

We have been building powerful partnerships for children for more than 75 years, and are now active in more than 70 countries.

This position supports the implementation of the commitments on the greening of operations and programmes, providing thought leadership and strategic direction on environmental sustainability.

Dimensions of the Role

* The position collates and responds to internal environmental sustainability information from Plan Entities including Global Hub, Regional Hubs, Country Offices, Programme Units, Liaison Offices and National Organisations.
* All environmental sustainability reporting will be led by this position, for both internal and external requirements. This will include feeding into Plan International’s Worldwide Annual Review.
* The post has no direct reports but maintains regular communication with staff from Plan Entities who have environmental reporting and management responsibilities as per the Environmental Policy.
* The position will deal with contractors or consultants appointed for services or advice on environmental sustainability from time to time.
* The post has no permanent budget responsibility but may have project or workshop budgets to manage.
* The post holder will prepare reports and presentations for distribution and communication within Plan International and present these in relevant events or networks.

Accountabilities

All Plan Entities are aware of **the Global Policy on the Environment** and receive technical support on the environmental sustainability aspects of the policy (both humanitarian action and development programmes).

* Provide technical assistance for Plan International on environmental sustainability.
* Coordinate the implementation of the Global Policy on the Environment commitments on greening operations.
* Support Plan Entities in implementing the global policy by providing technical support for the development of operational procedures, tools and standards to mainstream and implement the commitments on reducing GHG emissions and defining and implementing entity-level targets for environmental sustainability.
* Lead discussions and facilitate coordination mechanisms for sharing of best practise and lessons learned across the Federation on environmental sustainability.
* Prepare training and awareness-raising materials to support the dissemination and socialisation of the policy commitments on environmental sustainability and advise localisation of the materials for different contexts of Plan’s work.
* Prepare instructions for collecting data on policy commitments and ensure that they are properly communicated clearly and appropriately to all stakeholders and those responsible for data collection.
* When required, initiate the revisions of the policy commitments through a Climate Change Centre of Excellence and collaborative process involving the Climate and Resilience Network.

**Environmental impact** reporting is optimal, in accordance with the global policy and latest trends, and compiled accurately and clearly presents Plan’s environmental impact for internal purposes and for external publication.

* Participate in networks of peer organizations to contribute to and learn the latest developments in environmental sustainability.
* Examine existing systems for environmentally sustainable management, e.g., environmentally friendly procurement, supply chain and fleet management and review the quality of Plan’s reporting, in order to refine and develop Plan’s environmental reporting processes as necessary, considering cost, practicality and transparency.
* Coordinate GHG emission reporting according to the set guidelines and reporting structures and compile the reports annually to be published in Plan International’s Worldwide Annual Review. Advise on efforts to reduce emissions, including where offices can make the greatest gains in reducing emissions. Examine opportunities for GHG mitigation potentially offsetting emissions through Plan’s own work.
* Provide spreadsheets and other tools to facilitate Plan offices’ environmental reporting.
* Prepare internal and external environmental impact reporting accurately and in accordance with timetables set. Reporting will include both the numerical measures, commentary on the trends and actions undertaken or planned.

The **trends in Plan’s environmental impact** are identified and appropriate recommendations are made that will reduce Plan’s environmental impact.

* Analyse the data to ensure accessible and usable reporting that clearly identifies the trends and underlying issues in Plan’s environmental impact.
* Disseminate results from environmental impact reporting to support evidence-based learning and further refinement of the environmental commitments and targets.
* Work with environmental experts and stakeholders across Plan to identify actions that could be taken to reduce Plan’s environmental impact and to determine appropriate targets to set in line with the Global Policy on the Environment.
* Assist senior management on potential actions to undertake and targets to set in accordance with the Global Policy on the Environment and assist in implementing these within Plan’s normal performance management structure.
* Undertake environmental reviews where appropriate
* Ensure that Plan’s external commitments, regulatory requirements and other standards are reviewed at least annually and work with the Group reporting team and others to ensure that the necessary data is collected as part of Plan’s standard reporting routines and processes.
* Other reports as required.

Context-specific **climate and environmental risks** are addressed, and Plan offices have access to technical advice in using climate information and identifying the risks.

* Participate in networks of peer organizations to contribute to and learn the latest developments in the assessment of environmental risks including climate risks in the international development cooperation context.
* Work with environmental experts and stakeholders across Plan to enhance the appropriate assessment or screening process for environmental risks including climate risks and to determine the scope and depth of the assessment processes in line with the existing systems and requirements, considering cost, and practicality and transparency.
* Work with environmental experts and stakeholders across Plan to facilitate collation of the data on environmental risks assessed at the programme and project level, and analyse data to ensure accessible and usable reporting that clearly identifies the trends and underlying issues to address environmental risks (both development and humanitarian action)

Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures

Key relationships

INTERNAL

* High level coordination with the three other roles assigned within the CoE to ensure internal coherence and synergies.
* High level of contact and close working relationship with identified personnel responsible for environmental impact reporting and assessment of environmental risks from different Plan Entities (GH, RHs, Liaison Offices, NOs).
* The post holder will liaise closely with the International Headquarters Group Reporting Manager
* There will be a moderate level of contact with Deputy Regional Directors, Regional Finance Managers, Regional Administration Managers and NO Finance Managers, particularly around key reporting exercises, communications and action plans
* There will be periodic contact with Plan’s senior management teams to report findings and develop action plans and targets
* the Disaster Risk management function, with the Strategy function and with the Group Legal function

EXTERNAL

* This post must report to regulatory reporting services
* The position will participate in relevant environmental networks and liaise with environmental experts in peer organisations as required
* The position will coordinate the work of consultants periodically

Technical expertise, skills and knowledge

**Essential**

Knowledge

* University degree in relevant area (e.g. environment, climate change, sustainability); or equivalent experience.
* Demonstrable experience in the context of international development cooperation – environmental sustainability, humanitarian response & recovery and/or community resilience programming .
* Knowledge and awareness of environmental management and reporting systems, emerging standards, and best practices in the area of greener programming - reducing environmental impacts and addressing environmental risks.
* Knowledge of cross-cutting environmental topics for the development and humanitarian sector, such as waste management, household energy, nature-based solutions etc.
* Knowledge of minimum standards for environmental performance and accountability frameworks.
* Knowledge of child rights and gender equality

Skills

* Strong analytical skills and ability to use the information received and to analyse trends.
* Excellent communication and interpersonal skills with the ability to represent Plan International and to negotiate and influence people’s opinions.
* Flexible and adaptable to work effectively in a multicultural environment and ability to travel at short notice.
* Computer knowledge as a user: self-supporting in MS Word, Excel and PowerPoint. Experience in climate information systems and interpretation of GIS-based data is an advantage.

Behaviours

* Provides vision and direction
* Promotes high performance
* Promotes continuous improvement, innovation and learning
* Communicates clearly and effectively
* Behaves consistently in approach to work and decision making

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

* Typical office environment
* There will be occasional international travel to Plan offices or conferences

Level of contact with children

Low contact on occasional travel to offices in programme countries.