

## **Sustainability Officer**

Based Histon, Cambridge, UK

Full-time

The Company of Biologists has an exciting opportunity for a Sustainable Conferencing Officer. The post will primarily focus on working with colleagues and the scientific community to develop and share best practice for sustainable / remote conferencing. This will include facilitation of discussion around piloting of new technology and technical solutions for sustainable conferencing that will support biologists to communicate productively while minimising their need to travel and the impact on the environment. In addition, the role will be responsible for undertaking a range of duties including compliance reporting, managing sustainability projects and providing guidance to colleagues on sustainability issues.

Responsibilities will include:

### **Sustainable Conferencing**

- Research emerging technologies for remote delivery of talks and posters, networking and discussion groups, and interconnected hub conference designs.
- Manage the initiative's website, including generation of content.
- Reach out to grant recipients to create post-event blogs that showcase how funding has enabled conferences to become more sustainable, including lessons learnt and best practice.
- Manage the initiative's Twitter account, creating tweets and engaging with the audience.
- Critically evaluate the success of projects, disseminating lessons that can be learned
- Encourage and develop external collaborations, representing the Company at external meetings to promote the Sustainable Conferencing initiative
- Collaborate with the in-house events team to align our own meetings with sustainability best practice.
- In collaboration with marketing, raise the profile of the Sustainable Conferencing initiative

### **Sustainability**

- Provide advice and guidance on sustainability best practice to colleagues to ensure sustainability is at the heart of all business decisions and actions
- Design and deliver presentations/training sessions to educate and promote actions to colleagues and the wider community to address the climate change emergency and other related issues
- Manage sustainable activities such as recycling, energy efficiency and water conservation
- Manage auditing processes for statutory reporting on Scope 1 and Scope 2, including data collection and processing.
- Support and lead specific sustainability projects as directed.
- Undertake other duties as required that are within the post-holders capabilities.

What we are looking for:

- Likely to hold a science degree or an environmental degree/diploma, or working toward completion in a relevant environmental subject.
- Be familiar with technical approaches and challenges of remote conferencing. This could be through professional or voluntary activities and should demonstrate genuine interest and engagement in these areas.
- Knowledge and passion for sustainability, with evidence of being able to work independently to research and understand relevant legislation and best practice.
- Numerical/technical expertise for collecting data, analyzing and reporting
- Excellent and proactive communication skills, with ability to understand the audience and write clear and engaging communications
- Professionalism in working and liaising with others at all levels, presenting to colleagues, scientific conference organisers and the communities we serve
- Effective and creative problem solver



- Solid administration and IT skills - Word, Excel, PowerPoint and some knowledge of WordPress desirable
- Self-motivated and able to manage own tasks and work independently with little supervision
- Excellent project Management skills.

This full-time role offers a competitive salary and benefits and is based in The Company of Biologists' attractive modern offices on the outskirts of Cambridge, UK. Some homeworking is possible.

The Company of Biologists ([www.biologists.com](http://www.biologists.com)) is a not-for-profit organisation that publishes three internationally renowned, established journals - Development, Journal of Cell Science and Journal of Experimental Biology - as well as two fully Open Access journals Disease Models & Mechanisms and Biology Open. The organisation has an active programme of charitable giving for the further advancement of biological research, including travelling fellowships for junior scientists and contributions to academic societies and conferences. In addition, the Company runs 6 annual international workshops for small groups and scientific meetings aligned to each of its major journals. This post is part of a new sustainability initiative recently launched by the Company and funds have been made available to adapt/develop and share new approaches to this increasingly important and much in demand field of sustainable conferencing.

The Company of Biologists is proud of its inclusive culture and we believe that everyone has a contribution to make. We want all our employees to feel included, valued and appreciated. We believe in equality of opportunity for all staff and encourage applications from all individuals regardless of sexual orientation, gender identity or expression, religion, ethnicity, age, neurodiversity, disability status and citizenship.

Applicants should send a CV along with a covering letter that clearly states their relevant experience, current position, salary expectations and why they are enthusiastic about the post.

Please send applications by email to [recruitment@biologists.com](mailto:recruitment@biologists.com) using the reference SUST2022. Informal queries should be directed to Miriam Ganczakowski on 07582481691. Closing date for applications **31 August 2022**.