

**Job Title:** Junior Carbon Analyst

**Salary:** £23k – £28k per annum

**Based:** Manchester city centre offices with flexible home-working encouraged

### **About the role**

Are you looking for a meaningful role where you have a positive impact and make a genuine difference? We are now looking for a Junior Carbon Analyst to join our Sustainability Team, to help measure and reduce the greenhouse gas emissions of our clients' organisations.

In this position you'll be working with clients to collect data, measure their carbon footprints, provide analysis and feedback. As your skills develop you will also start to discuss reduction and mitigation opportunities before developing a carbon reduction or net zero plan to steer positive action. You will be working alongside an established team of Sustainability Consultants and Project Managers who will support your skills development and growth as a sustainability professional.

This is a fantastic opportunity for a driven and data-savvy individual, seeking an opportunity to learn new skills in a fast-growing sector. You must have a deep interest in sustainability and a desire to contribute to positive action for our planet. No prior experience is required and all training will be provided.

### **You will be responsible for...**

- Supporting clients to collect data about their operation.
- Processing and standardising data as it is received.
- Analysing data and creating graphics/visuals to clearly communicate trends and emission hotspots.
- Writing and creating emission analysis reports.
- Presenting emissions data and trends to clients in a clear and succinct manner, enabling them to identify key areas for action and reduction.
- Supporting and enabling clients to capture supply chain emissions.
- Building and maintenance of our emission factor database.
- Supporting consultants with research and development of bespoke emission factors.
- Maintaining your project and client details on our CRM system, Hubspot.

## What we're looking for in you

The successful candidate must:

- Be a keen and fast learner in the carbon footprinting and reductions space – there's a lot to continuously learn in this fast-changing profession!
- Be able to handle and manage large sets of data, have great analytical skills and a high attention to detail.
- Have skills in data visualisation and technical report writing.
- Work well collaboratively across multidisciplinary teams.
- Be able to identify challenges quickly and focus on solutions.
- Be confident to engage with clients and deliver presentations. Building rapport with clients is absolutely essential to progress to a consultant role in the future.
- Be organised and diligent, able to manage multiple projects at a time.
- Have excellent and professional communication skills.
- Manage workload and expectations with the team and external stakeholders.

These are nice to have, but can be taught:

- Have a degree (or equivalent training) in sustainability, environmental science, data science, business, or similar.
- Experience in the sustainability space.
- Completed Carbon Literacy Training.

We look for the following attributes in every person who joins our team:

- A passion for sustainability and a desire to have a positive impact.
- Comfortable working within a fast-paced environment. Continuous improvement and growth is our norm.
- An entrepreneurial mindset, a clear sense of responsibility and willingness to take initiative.
- High levels of enthusiasm and determination to succeed.
- A genuine interest in other people and our planet, and a natural curiosity to ask questions and find creative solutions.
- A people person who can build strong relationships with colleagues and clients.
- Will contribute positively to making Positive Planet better for your colleagues and our clients.
- Be committed and loyal – we want you to be with us for the long-term!

## **About us**

Positive Planet is one of the fastest-growing solutions providers for business climate action in the UK. We help small to medium-sized businesses and organisations to measure, understand and reduce their carbon emissions, as well as providing support in offsetting emissions to enable companies or products to become carbon neutral whilst on a journey towards net zero.

We combine ethical values with a modern, forward-thinking approach to business, to help create a more inclusive and sustainable future. Every employee has the opportunity to become a partner and share in the success of the company. Relationships are key to our success; be that with each other or our clients and our aim is to build positive, memorable interactions that inspire the businesses we interact with to embrace more sustainable business practices.

## **Why you should join our team**

Positive Planet is motivated by making a positive difference, we intend to reduce UK business carbon emissions by more than 3% over the next 5 years and in the process create a great business that also improves lives. We're passionate about creating a company where people can build great careers and engage in meaningful work.

We value transparency and open communication and maintain a casual and easy-going work environment. We do not believe in hierarchy but rather in empowerment and individual responsibility to take leadership where it should.

Climate change is a complex issue and therefore this is a demanding work environment but at the same time, we offer exceptional career growth and a tangible opportunity to make an impact every day. Join us and you will receive extensive guidance, and supervision, and have excellent options for further personal development.

As much as we are passionate about climate action, we are also determined to create an inclusive workplace that values diversity and equality. We believe that diversity adds genuine value to Positive Planet and our mission to improve lives on our planet today and in the future. We strive to create an environment where anyone, from any background, can do their best work.

We are all unique, so we give equal opportunities to all applicants who we judge on skills, strengths and suitability without regard to race, colour, religion, gender, gender identity or

expression, sexual orientation, national origin, disability, or age. Diversity is our superpower at Positive Planet and has been a large reason for our success to date!

### **What are the benefits of working at Positive Planet?**

- Full-time permanent contract
- Awesome offices in central Manchester (located near the Museum of Science and Industry).
- Flexible, home working encouraged.
- On-site gym, yoga and wellness activities.
- On-site bar and cafe.
- Opportunity to progress to Partner status with company shares.
- 25-days holiday per annum, rising 1 day per year of service up to 30 days.
- An additional day's paid leave to do something positive for the planet, or someone else in need.
- An additional day's paid leave to celebrate your birthday!
- Cycle to work scheme.
- Green, ethical pensions scheme.
- Quarterly in-person team socials.
- Contribute to a more sustainable society.
- A flexible environment to start your own initiatives and develop your new ideas.
- We are a compassionate and progressive company. We offer enhanced employment policies including paid Wellbeing Days, and Enhanced New Parent Leave (combined maternity & paternity).
- Become Carbon Literate via our certified training course (if not already certified).

### **How to apply**

If you think this job sounds exciting we would love to hear from you, even if you don't meet 100% of the requirements. It's your desire to have a positive impact that matters most!

Please apply directly by sending your CV and a short email introduction/cover letter to [bryony@positiveplanet.uk](mailto:bryony@positiveplanet.uk), with the subject heading **Application for Junior Carbon**

**Analyst**. Make sure to do your research and tailor your application to Positive Planet! Non-tailored applications will not be considered. Those without the correct email subject may

also be missed.

Note that we cannot provide visa sponsorship (however individuals on graduate visas may be considered if at least 1 year is remaining on the visa, allowing us time to review suitability prior to committing to sponsorship).

The final **deadline for submitting an application is midnight on Sunday 19th May**, however we may close applications sooner if the right candidate is found. We expect the role to commence in June/July.