



## Example job description

To be used in conjunction with Ishani's CV and covering letter. Highlight the skills required on the job description and once you've created your CV and/or covering letter, double check you have mentioned each one.

### Sustainability Consultant

**Location:** Hertfordshire

**Job Type:** Permanent

**Salary:** £28k - 35k per year

CV to be sent via email to [recruitment@esgHerts.org.uk](mailto:recruitment@esgHerts.org.uk), addressed to Alex Mallory.

An exciting and rapidly growing sustainability and ESG consultancy is looking to grow its team with Sustainability Consultants who work with clients across sectors from construction to major corporates. This role will come with a full training programme which will not only set you up to be a subject matter expert in sustainability but also an all-round consultant. You will be based in our Hertfordshire office 3 days a week with flexibility to work from home or in our London office.

#### The Sustainability Consultant will be responsible for:

- Delivering client projects across sustainability and ESG strategies, materiality, sustainability integration planning and international standards
- Analysing sustainability data and information to produce reports
- Presenting recommendations to clients and building client relationships
- Covering areas of sustainability including carbon, ISO standards and ESG ratings

#### The successful Sustainability Consultant will have:

- A degree or postgraduate level qualification
- Strong writing, communication, and analytical skills
- A passion for sustainability

#### Who we look for:

- **People who join us want a career, not just a job.**

If you have big ideas that you want to bring to life, we will give you the tools, technology, and training to get ahead. You will help redefine the culture, not just of our firm, but of global businesses. Your new role is just the start. How far you progress is up to you. We're all about sharing ideas, road-testing the latest technology, and doing things differently to get the best results for our clients. We're always learning. If you are too, you'll fit right in. No matter what stage of your career you're at, you can expect all the latest training and development.

- **Do you care about the bigger picture?**

For us, this isn't just business. We care about what we do and how we do it. That's why we sponsor initiatives that improve the way we work, live, and give back to our communities. And we do all we can to protect the environment for future generations.

- **We're united by what we do, not where we came from.**

Our teams bring together a wide variety of backgrounds, cultures, ethnicities, genders, orientations, and religious beliefs. Our diversity makes us stronger and smarter, so we think faster and bigger. We all look at the world in different ways, which helps us connect with our people, our clients, and the communities we touch.

This role clearly states how to apply, to whom the application should be sent to, and what to include.

Identifying the specific experiences they are looking for will help Ishani select the right examples from her experiences to highlight within her covering letter. Remember it's not always the things you are proud of that matter.

Ishani will need to cover all these skills within her application to ensure she gets shortlisted.

In her application, Ishani will need to demonstrate that she aligns with the values and mission of the organisation. She might do this by providing a specific example, or by explaining why these values matter to her.

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