

Effective: November 2018

NAME:		REPORTING TO:	Responsible Business Manager
POSITION TITLE:	Environmental Impact Specialist	DIRECT REPORTS:	None
DEPARTMENT:	Responsible Business	LOCATION:	Melbourne, London or Toronto

POSITION PURPOSE:

The Responsible Business Environmental Impact Specialist will play a role in contributing to the evolution and implementation of Intrepid Group's Responsible Business (RB) strategy.

This is a specialist role to assist in engaging the Intrepid Group business and Intrepid Group staff to foster best practices throughout the company's global operations. It includes working across the company; various brands and departments to assist in integrating sustainable practices and creating shared value. The role is expected to support the development and implementation of Intrepid Group's Responsible Business Strategy. This role is also expected to support:

- the respective positions of the brands within the Intrepid Group
- the global marketing teams in creating communications that engage Intrepid Group's stakeholders
- our local offices with any responsible travel or responsible business-related issues
- the Intrepid Group values and contribute to the company culture and engagement

QUALIFICATIONS AND EXPERIENCE

- Qualified sustainability practitioner or degree in Environmental Sustainability and/or Sustainable Development
- Experience in environmental management, sustainability and/or impact reporting
- Experience working in Communications or within Communications teams to create engaging content/storytelling
- Project management
- Knowledge or experience in Supply Chain management preferred
- Tourism industry experience preferred

OTHER SKILLS AND ATTRIBUTES

- An understanding of and belief in the Intrepid Group Core Values, Sustainable Development and Responsible Travel philosophy
- An appreciation of the link between Responsible Business practices, business performance and the Intrepid Group brands
- Project management and ability to achieve outcomes within given deadlines
- Excellent verbal and written communication skills
- Excellent research and analytical skills with timely delivery
- Ability to develop reporting on Intrepid Group's sustainability impacts
- Ability to create compelling communications that engage stakeholders in Intrepid Group's Responsible Business initiatives
- Ability to liaise and co-ordinate multiple stakeholder groups
- Ability to turn work around with speed and efficiency and ability to meet tight deadlines
- An understanding of culture and business etiquette in the regions in which the Intrepid Group operates
- Strong ability to influence others to adopt sustainable practices within their roles
- A proactive and enthusiastic attitude
- Willingness to travel for various projects / training
- Proficient in Microsoft Office (Excel, Word and PowerPoint)

Operational Accountabilities and Tasks	Measure
<p>Environmental Initiatives</p> <ul style="list-style-type: none"> • Work with various parts of the business to develop and implement key environmental initiatives to improve the impact of IG's operations and supply chain • Develop tools to better communicate the environmental initiatives to the wider business and externally <p>Carbon Management</p> <ul style="list-style-type: none"> • Manage the collection and review of the annual carbon assessments for each of our 42 offices globally • Work with our external environmental consultant to calculate Intrepid Groups global carbon footprint annually (for both trips and offices) • Key contact point for all requirements under the National Carbon Offset Standard (NCOS) certification 	<ul style="list-style-type: none"> • Number of key environmental initiatives implemented • Internal and external engagement of company activities as rated by staff through the annual engagement survey • Responsible Travel (RT) trip scores and traveller • Customer feedback reports <ul style="list-style-type: none"> • Calculation of Intrepid Group's annual carbon footprint • Submission of annual carbon requirements under NCOS
<p>Sustainability Communications</p> <ul style="list-style-type: none"> • Support the Head Office and Regional Marketing teams in delivering Responsible Business campaigns • Responding to RB queries from partners, staff and customers • Become an advocate for Responsible Business projects, partnerships and initiatives by communicating outcomes both internally and externally • Assist in organising any RB related advocacy events <p>Sustainability Reporting</p> <ul style="list-style-type: none"> • Produce an annual Carbon Management Report outlining results of carbon footprint calculations • Provide data for Purpose Quarterly Impact Reports • Prepare relevant sections of the Intrepid Group Annual Report (Integrated Report) and United Nations Global Compact Report • Assist in B Corp assessment where required 	<ul style="list-style-type: none"> • Number of RB-related campaign activities, blogs and PR • Increase in traffic to the Responsible Business sections of brand websites • Number of RB related events organised or supported • Number of Sustainability/Responsible Travel related awards received • Internal and external engagement of company activities as rated by staff through the annual engagement survey <ul style="list-style-type: none"> • Carbon Management Report produced annually • Quarterly Purpose Impact Report • Intrepid Group Annual Report (Integrated Report) • United Nations Global Compact annual report (forms part of the Annual Report) • Assist in B Corp assessment where required
<p>Responsible Travel Operations</p> <ul style="list-style-type: none"> • Support the Intrepid Group Destination Management Companies (DMCs) and other operators in the implementation of Responsible Travel initiatives as part of our trip itineraries and on-ground operations • Provide guidance and support to regional Product and Operations teams in implementing Responsible Travel initiatives • Support / deliver staff training 	<ul style="list-style-type: none"> • Responsible Travel (RT) trip scores and customer feedback reports from the regions supported by this position • Attendance at one leader training (minimum) per year • Delivery of at least two staff induction training sessions