

Job Description

Function:	Sustainability Team
Position:	Sustainability Coordinator
Job holder:	n/a
Date (in job since):	n/a
Immediate manager (N+1 Job title and name):	Simon Mussett (Net Zero Lead, Sodexo UK&I)
Additional reporting line to:	n/a
Position location:	Hybrid (Salford)

1. Purpose of the Job – State concisely the aim of the job.

As Sustainability Coordinator you will be responsible for supporting the sustainability team to showcase our impact within the UK&I region to strengthen Sodexo's impact as a market maker in sustainability and across our four impact pathways – Our People, Our Places, Our Partners and Our Planet. You will be required to apply the data lifecycle from capture, cleansing and exploration through to visualisation and communication to a range of key stakeholders. You will need to collect, compile, and cleanse data from a range of internal and external systems and analyse and interpret the results to draw conclusions, results and recommendations in the form of dashboards and reports. The role will require you to be detailed and data driven and be a team player as you will be required to work with multiple teams and people across the business, including senior stakeholders.

2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Lead support for the delivery of the regional Site Engagement Assessment (SEA) annual survey, including segment engagement and communication, data validation and data capture.
- Develop a regional SEA results dashboard to interpret the results at segment level and communicate to key stakeholders performance levels, trends and key focus areas.
- Process EDI invoice and Country Survey data to develop and maintain a food procurement tool to support the completion of the SEA foodservice module.
- Provide data gathering support to the annual UK&I Country Survey, including responsible sourcing.
- Analyse UK&I Country Survey results and communicate and visualise data trends and performance to a range of key stakeholders.
- Analyse and assess the annual Country Survey 'Responsible Sourcing' data to identify the carbon impact by supplier to support the supply chain net zero engagement strategy.
- Review and cleanse data capture and mining systems for Stop Hunger, fixing any data inconsistencies.
- Develop and maintain fortnightly the Stop Hunger and volunteering PowerBI dashboard showcasing performance against regional KPIs and targets.
- Analyse the Stop Hunger data qualitatively and quantitatively to inform future strategy.
- Develop and maintain a carbon PowerBI dashboard using data from the Traace Carbon Trajectory Tool to showcase regional performance against Net Zero and climate related targets and commitments.
- Visualise annual carbon data and produce a detailed report showcasing our progress in each scope and GHG emission reporting category.
- Support the development and refresh of Sodexo's Carbon Reduction Plan, Scottish Climate Action Plan and Net Zero annual reports.
- Support the completion of external supplier surveys and questionnaires.
- Explore and analyse data to support the creation of case studies, reports, and visuals.
- Provide management support to the wider Sustainability team as necessary.

3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Focus and prioritise activities (internally/externally) that reflect the ethos of Sodexo and our Better Tomorrow commitments and Stop Hunger to demonstrate impact on Our people, Our planet, Our places and Our partners to drive better outcomes locally, regionally and globally.
- Be clear on a consistent message; collaboratively working with corporate communications to tell our sustainability story through delivery of our Better Tomorrow 2025 objectives and social value commitments to internal and external stakeholders.
- Working in partnership with teams across the business to embed our Net Zero commitment; raising awareness of the commitment, supporting the reporting and data analysis requirements and showcasing tangible localised impact through a social value lens.

4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- SEA completion rate exceeding 80%
- Detailed reports and dashboards showcasing regional sustainability impact
- Increased number of employees accessing the data reporting platforms

5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Net-zero GHG emissions across the value chain by 2040.

Near-Term Target FY2030

- Reduce Scopes 1 & 2 GHG emissions by 55%
- Reduce Scope 3 (FLAG) GHG emissions by 40%
- Reduce Scope 3 (Non-FLAG) GHG emissions by 55%
- Increase annual sourcing of renewable electricity to 100%.
- No deforestation across its primary deforestation-linked commodities

Long-Term Target FY2040:

- Reduce Scope 1 & 2 GHG emissions by 90%
- Reduce Scope 3 (FLAG) GHG emissions by 72%
- Reduce Scope 3 (Non-FLAG) GHG emissions by 90%

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

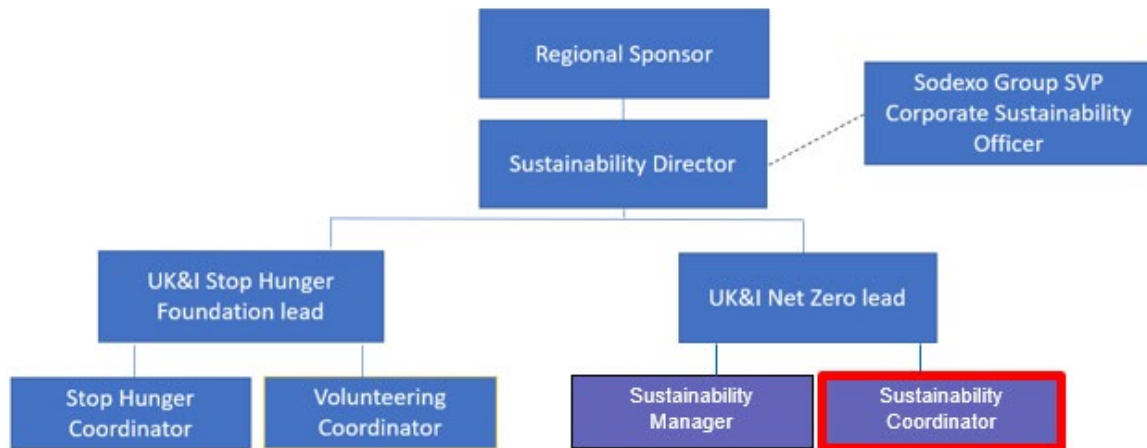
Essential

- Passion for sustainability
- Highly organised and shows close attention to detail.
- Effective communicator both orally and in writing
- Pro-active, demonstrating initiative and anticipates needs of the stakeholders
- Self-motivated and able to motivate others
- Proficient in all Microsoft packages
- Constantly raises the standard and quality of work
- Committed to further professional development
- Ability to establish and maintain good working relationships at all levels

Desirable

- Prior knowledge of Sustainability
- Understanding of carbon management.

7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



Levels

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Received:

Date:

Date:

Job holder

Immediate Manager