**EXPERTISE**

Job description

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| Function: | Corporate Responsibility |
| Position: | Corporate responsibility Advisor |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | Corporate Responsibility Manager |
| Additional reporting line to: |  |
| Position location: | Office based – One Southampton Row, London, WC1B 5AN |

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| 1. Purpose of the Job – State concisely the aim of the job. |
| To support the corporate responsibility manager by:   * Support the relationship between the CR function in the UK & Ireland and the Better Tomorrow Plan global reporting team in Paris (Sodexo Group) * Support the delivery of Sodexo’s CR strategy - the Better Tomorrow Plan - in partnership with a network of internal subject matter experts * Raise Sodexo’s profile as a leader in sustainability and a trusted partner in improving the   Quality of Daily Life |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. 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. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager |
| Corporate Responsibility Advisor  Corporate Responsibility Manager  Chairman, UK & Ireland |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Managing agency to create communications suite for annual CR reporting * Managing internal relationship with Group to complete annual reporting requirements and audits * Project managing annual Sodexo Stop Hunger Foundation dinner – finance, procurement, event production agency, senior management * Managing public statements on positions on anti-slavery legislation, living wage, environmental issues * Creating channels through which to brief and inform key internal stakeholders on CR actions * Coordinating large employee engagement events in relation to the Sodexo Stop Hunger Foundation e.g. company wide day of volunteering, company wide day of fundraising |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **Corporate responsibility reporting and communications**   * Oversee Corporate Responsibility communications and reporting resources e.g. production of CR updates for internal and external audiences, manage awards submissions and CR surveys, compile material for bid submissions, support annual audit of corporate responsibility work. * Oversee relationship with subject matter experts to ensure a coherent picture of CR achievements and to create compelling stories about CR work to internal and external audiences * Oversee Better Tomorrow Plan content for internal and external audiences   e.g. online CR training, subject matter expert workshops, presentations to clients on CR   * Manage report back to Sodexo Group on Better Tomorrow Plan metrics   **Sodexo Foundation support – Stop Hunger**   * Oversee content and input to Stop Hunger website, design, draft and distribute Stop Hunger collateral including annual brochure, film, posters, infographics * Support Stop Hunger charity champion network: support fundraisers from across the business, compile Stop Hunger stories from and for charity champion network, organise periodic meetings and updates for this group * Support relationship management with beneficiary charities, organise visits and presentations from charities at quarterly Stop Hunger trustee meetings and for colleagues across the business * Stop Hunger Trustee meetings: manage content for trustee meetings including financial update, insights from beneficiary charities, presentation from external subject matter experts * Oversee ramp up of volunteering programme for Sodexo employees with link through to wellbeing zone and learning and development * Manage report back to Sodexo Group on Stop Hunger related activities – e.g. volunteering, meals distributed, contributions made, support annual audit of Stop Hunger Foundation |

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| 6. 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. |
| * Ensure content for benchmarking, reporting and bids is collated in a systematic and timely way to contribute towards our business development and accreditations * Communications materials are delivered on time and are well received so that internal and external audiences are up-to-date on our work and progress against targets * Increased engagement in Stop Hunger by colleagues – increase in volunteering numbers, growth of charity champion network, assist achievement of new fundraising target of £1m for the Foundation * Events are conducted smoothly with positive feedback from internal and external stakeholders so that we can ensure a strong brand identity for our CR work |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential   * Experience of working in CR function in private sector organisation * Experience of developing CR communication materials * Strong organisational and planning skills * Data gathering, analysis and reporting skills * Ability to consult and communicate confidently and fluently across teams to collate insight from different functions e.g. supply chain, nutrition and wellness, health and safety, diversity and inclusion, environment * Sound business judgement and decision-making skills * Strong verbal and written communicator   Desirable   * A person who is comfortable engaging and influencing internal and external stakeholders of all backgrounds and levels of seniority * Strong presentation skills * Interest in communications and campaigning |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Considers the short and long term   implications of decisions | * Identifies and draws on people’s   strengths to encourage learning and achieve best results | | * Ability to engage with individuals across multiple functions/seniority to deliver the strategy | * Ability to find creative solutions to overcome barriers and improve how things are done | | * Aids Growth, Client & Customer Satisfaction / Quality of Services provided | * Promotes Sodexo initiatives, schemes   and campaigns | | * Supports Brand Notoriety | * Supports Employee Engagement | |