

JOB PACK

Sustainability Officer

Creating homes.
Building lives.



Jigsaw



ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Location:	Turner House, 56 King Street, Leigh WN7 4LJ OR Cavendish 249, Cavendish Street, Ashton Under Lyne, OL6 7AT
Holidays:	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service, to a maximum of 5 days.
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, BHSF membership, enhanced maternity/paternity leave and training/development opportunities and much more. Please visit the benefits page on our website for more information!

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Medical Clearance:	In addition, any offer is also subject to medical clearance from our Occupational Health Provider before appointment.
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

We have an established and dedicated team of 600 employees within our Asset Management department.

Our team prides itself on investing in our own people to deliver first class property-based services across the Group, covering a broad range of disciplines from reactive, planned and grounds maintenance to property refurbishments, estate services, building safety and compliance.

You will be welcomed into a committed and passionate team, with a key focus on professionalism and working together.

Role Summary

We have an exciting role for a Sustainability Officer to help us deliver the Group's ambitious Sustainability Strategy 'Be Zero'.

Passionate about sustainability and helping others to learn about best practice, you will support our teams working on the milestones set out in the strategy to improve the quality of Group's sustainability reporting and to help us reach our target of being net zero carbon by 2050.

You are people-focussed and confident giving presentations as you help to roll out our 'Be Zero' carbon literacy training across the Group and assist our teams to improve the quality of the green spaces across our estates.

Responsible To: Assistant Director Asset Management

MAIN TASKS OR ACTIVITIES

1. Co-ordinate the delivery and progress reporting of the key milestones within the Sustainability Strategy 'Be Zero' making sure targets and objectives are on track to be delivered on time.
2. Assist in the development a forward plan to improve our remaining homes to EPC C or higher between 2024 and 2030.
3. Assist in bid preparation to bid for match funding through SHDF Wave 3 to support our sustainability plans between 2025 and 2028.
4. Collaborate with our peers in the sector, local government, and suppliers to seek new funding and technology opportunities that benefit social housing and its tenants.
5. Review our training literature and develop an updated training programme for all staff.
6. Develop recycling awareness initiatives for tenants and build on the success of fly-tipping prevention days in targeted areas.
7. Make recommendations on measures that could be put in place to support tenants that may be more likely to be affected by extreme weather events.
8. Work with the Neighbourhoods Team to identify more green spaces and community garden developments through consultation with our tenants.
9. Present written reports to the Board, senior management, and internal staff.
10. Ensure you work in accordance with Financial Regulations at all times.

13. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
14. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
15. Carry out any duty which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Group Directors commensurate with the position.

CANDIDATE REQUIREMENTS

Candidate Requirements:

- Sustainability related qualification alongside suitable experience.
- A deep interest in sustainability and in scanning the external horizon for best practice and be able to present this back to the business effectively.
- Carbon literate and experience of working within a sustainability focussed role.
- Ability to effectively contribute to policy, procedure/process and strategy development.
- Skilled in report writing and the development and delivery of presentations and training.
- Ability to build solid working relationships with colleagues at all levels.

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



Jigsaw Homes Group Limited

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