

United Kingdom Jobs Expertini®

Project Officer, Supply Chain & Reporter Services

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Company: CDP Global

Location: London

Category: other-general

CDP have regional offices and local partners spanning 50 countries. There are now companies, cities, states and regions from over 90 countries disclosing through CDP on an annual basis.

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Job Purpose and Background

Are you passionate about working with global businesses to prevent dangerous climate change, halt deforestation and champion water security? CDP is seeking a dedicated, mission-driven Project Officer to join the highly motivated, successful and ambitious Supply Chain and Reporter Services teams at CDP. The position is an exciting opportunity for an individual looking to develop a career in environmental stewardship, to contribute significantly to the vital external-facing work of CDP in improving corporate reporting and action on climate change, deforestation and water security, as well as cascading it down the supply chain. By joining CDP, you will be welcomed into a dynamic, internationally respected and globally represented NGO with opportunities for professional development.

In this varied role, you will be based in CDP's London office supporting the UK-based Reporter Services Account Managers to deliver a high standard of service to the portfolio of UK & WW accounts and increase the impact of the Reporter Services program in line with CDP's mission. UK-based Reporter Supply Chain Account Managers to deliver a high standard of service to the portfolio of UK & WW accounts and increase the impact of the Supply Chain program in line with CDP's mission.

You will be responsible for carrying out critical tasks including supporting on event organisation and external communications and delivering data analysis to facilitate key business and strategic activities in the CSC UK & WW team's annual work-cycle.

About CDP

CDP is a not-for-profit charity that runs the global disclosure system for investors, companies, cities, states and regions to manage their environmental impacts. The world's economy looks to CDP as the gold standard of environmental reporting with the richest and most comprehensive dataset on corporate and city action. Visit [or follow us @CDP](#) to find out more.

Key responsibilities include

Undertaking active engagement with companies to encourage and support their disclosures to CDP;

Assisting Account Managers with the preparation of materials for members on CDP disclosures and supplier engagement;

Supporting Account Managers across various activities, such as responding to member queries and providing data analysis and insights on best practice and suggested actions tailored to client's needs;

Preparing presentations to communicate thought leadership and capacity building on environmental actions & reporting, and joining to take notes;

Providing support to the wider UK and global Commercial team that works with companies, as necessary, to facilitate collective engagement goals, e.g. identifying companies for campaigns;

Leading on cross-team administrative priorities such as creating and managing central

trackers for key activities, maintaining membership records, and supporting on events and webinars;

Working closely with the Reporter Services and Supply Chain Senior Managers to deliver various exciting projects.

The precise description and nature of the role may be varied from time to time and other duties as necessary may be required to be carried out.

Required skills and experience:

Essential

Solutions-driven and innovative, with an enthusiastic spirit and the ability to self-manage.

A clear understanding of CDP's aims and a strong conviction about its impact.

Time management and ability to work on a number of tasks at one time.

Data analysis and research skills.

Excellent attention to detail.

Good working knowledge of the Microsoft Office software suite, particularly Excel, Powerpoint, and CRM.

Fluency in English.

Desirable

Existing knowledge in understanding climate change, deforestation and water-related issues from a business and procurement perspective.

Experience of supporting companies in cascading environmental action down their supply chains.

Experience in membership sales.

Experience of CDP and its mission.

This is a full-time role based at CDP's London office.

Salary and benefits £25,967 - £27,000 per annum, 30 days' holiday plus bank holidays, generous non-contributory pension provision, annual discretionary bonus (depending on company performance), Employee Assistance Programme, life assurance, training and development, flexible working opportunities and other benefits.

Interested applicants must be eligible to work legally in the UK. We cannot sponsor this role.

Before you apply: We'll only use the information you provide to process your application. For more details on how we use your information, see our applicant's privacy notice. By uploading your CV and covering letter, you are permitting CDP to use the information you have provided for recruitment purposes.

How to apply: Please upload your CV in the application form along with a covering letter as an additional document setting out how you meet the required skills and experience or key responsibilities, which should be no more than two pages.

The deadline is **Friday, 19 April at 5pm GMT.**

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