



Role Specification

SmartCarbon Ltd is a North East UK-based business that supports its clients across the UK in measuring, reporting, and reducing their organisational carbon footprint through our award-winning carbon calculator, training, and consultancy services

More: <http://www.smartcarboncalculator.com>

Our business culture encourages people to thrive both professionally and personally. We aim to create a work environment where individuals feel valued both as part of a team and in their own right..

Job Title:	Carbon Consultant
Contract type:	Permanent
Working Pattern:	Full time (hybrid working)
Employment location:	Home working, hybrid working arrangements, or head office (Newcastle). Note: The post holder will be expected to attend internal meetings and client meetings as required. Team meetings will typically be held in the North, usually in Newcastle or Leeds. Client meetings may take place nationwide. International applicants must have the right to work in the UK.
Description:	The post holder will play a key role in this small but rapidly growing business. We are looking for a Carbon Consultant to help measure, report, and reduce the organisational greenhouse gas emissions of our clients. You will work with clients to collect data, measure their carbon footprints, provide analysis, assist with platform use, and offer reporting feedback. Additionally, you will support our lead consultant with reduction and mitigation planning, assisting in the development of a carbon reduction or net zero plan for clients.



Main Responsibilities	• Support and lead client projects (e.g. GHG emissions reporting calculations, net zero target setting, carbon reduction planning). • Guide clients through reporting workshops and regular review calls. • Assist clients with data review and provide support in using the SmartCarbon reporting platform. • Review and update client reports and assist in modelling carbon reduction scenarios. As part of a small business, you will also be involved in other tasks such as client meetings, event presentations, proposal writing, and more. This role will provide the post holder with both breadth and depth of experience.
Qualifications:	• A Geography, Environmental or Sustainability Degree (Desirable) • A Geography, Environmental or Sustainability Masters (Desirable)
Professional Membership:	• AIEMA (Desirable) • PIEMA or above (Desirable)
Knowledge:	Essential • Climate Science • Relevant workplace experience (minimum 3 years) • Greenhouse Gas Protocol – Corporate Standard • Competency in MS Office (excel, Power point, Outlook) • Competent in numeracy and data analysis • Understanding of policy context and legal drivers around UK climate actions (e.g. SECR, PPN06/21) Desirable • Greenhouse Gas Protocol – Scope 3 value chain standard • Product Life Cycle Standard • ISO Standards ISO 14064, PAS 2060, Guidelines Net Zero • Science Based Targets Initiative – Net Zero Standard • CDP / Eco Vadis / TCFDISO



Personal attributes	• Strong report writing, communication and presentation skills • Confident in managing and interpreting data • Flexibility in terms of project work • Ability to meet deadlines • Committed to delivering high levels of customer service • Enjoy working in a team • Committed to helping organisations reduce their carbon emissions
About the role:	The successful candidate will be an effective communicator, highly organised, and able to prioritise their own workload. The most important quality we are looking for is a passion and drive to raise awareness and support action to address the growing climate emergency. Working with the Managing Director and Lead Carbon Consultant, you will be responsible for a portfolio of carbon measurement and reporting projects. You will guide clients through the reporting process, helping them progress along their reporting and reduction journey and achieve the five steps set out by the SmartCarbon process. A core part of the role will be supporting clients in collecting data about their operations and assisting with allocating this data on the platform as it is received. Key Responsibilities: • Assist clients with report completion and provide narrative to support the data. • Present emissions data and trends to clients in a clear and succinct manner, enabling them to identify key areas for action and reduction. • Support clients in capturing supply chain emissions through the SmartCarbon supply chain module, including providing webinar support to assist suppliers with initial reporting. • Maintain project and client details on our CRM system, Capsule. The role is home-based and can be carried out remotely from anywhere in the UK. Team meetings take place in Newcastle, Leeds, or online. Client meetings will occur from time to time across the UK.



About you	We are looking for someone with a passion for sustainability and a desire to make a positive impact. Further Qualities: • Comfortable working in an environment of continuous improvement and growth. • Flexibility to work within a fast-growing organisation, where roles and responsibilities may evolve over time. • Ability to take ownership of tasks, show initiative, and take responsibility for client projects. • High levels of enthusiasm and determination to succeed. • A genuine interest in people and the planet, with a proactive approach to asking questions and finding creative solutions. • A willingness to remain focused, see projects through to completion, and grow as part of the SmartCarbon team.
Salary	Salary Range: £35,000 – £40,000 depending on qualifications and experience)
To apply:	Please send CV and covering letter to: g.mills@smartcarboncalculator.com
Timescales:	• Applications open – 1st February • Applications close – 21st February • Invitations to interviews sent – 28th February • First interviews – 1st – 10th March • Invitation to second interview – 10th – 17th March • Second interviews – 17th – 24th March • Offer made – 24th March • Start date - ASAP