###

**Energy & Sustainability Apprentice**

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| **Job level** | **Level 0 - Trainee**  | **Reports to** | **Energy & Sustainability Manager** |
| **Directorate** | **Estates** | **Function** | **Facilities Management**  |
| **Contract**  | **Fixed term contract**  | **Location** | **Regent’s Park / Whipsnade** |

**Responsibility for resources**

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| **Direct line reports** | **Energy & Sustainability Manager**  | **Responsibility for other resources** | **N/A** |
| **Financial resources** | **Budget** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The Sustainability Apprentice will play a key role in supporting our efforts to measure, analyse, and reduce Scope 3 emissions associated with our operations as well as assisting with day-to-day sustainability initiatives. This includes working with internal teams, external vendors, and partners to understand our supply chain impacts and identify opportunities for improvement. This apprenticeship is ideal for individuals passionate about sustainability, looking to gain hands-on experience in environmental management within a unique, mission-driven organisation.

**Key responsibilities**

* **Data Collection and Analysis:**
	+ Assist in gathering and analysing data related to Scope 3 emissions, including procurement, transportation, and waste management.
	+ Maintain accurate records of greenhouse gas (GHG) emissions and contribute to reporting requirements.
* **Supply Chain Engagement:**
	+ Collaborate with suppliers and contractors to collect and validate sustainability data.
	+ Support efforts to assess and improve the environmental performance of suppliers.
* **Sustainability Projects:**
	+ Work on initiatives to reduce Scope 3 emissions, such as waste reduction, sustainable procurement, and resource efficiency.
	+ Support the implementation of environmentally friendly practices across zoo operations.
* **Stakeholder Communication:**
	+ Assist in preparing materials to communicate sustainability efforts to staff, visitors, and stakeholders.
	+ Participate in workshops and training sessions to promote sustainable practices internally.
* **Compliance and Standards:**
	+ Stay updated on relevant regulations and standards related to sustainability and GHG emissions.
	+ Support compliance with reporting frameworks such as the Greenhouse Gas Protocol.

**Person Specification**

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| Experience |

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| Essential | * Passion for Sustainability
* GCSEs in Maths and English are essential.
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| Desirable  | * A level / diploma in Geography, Sustainability or business.
* Demonstrated involvement / work experience in the climate sector.
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| Knowledge and skills |

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| Essential | * Advanced skills in using MS office packages, specifically Excel and PowerPoint or equivalent software packages will be acceptable.
* This role involves liaising with multiple teams and suppliers, effective communication skills are key.
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| Desirable | * Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation or call logging.
* Able to demonstrate aptitude for maths and carbon accounting.
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| Additional requirements |

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| Essential | * This post is a blended role for office and home working; travel to Zoo sites will be required.
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
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