

CONSULTANCY PRACTICE MANAGER

Full time/Part time.

10th February 2023

An exciting opportunity for a bright and ambitious individual to join an award-winning sustainability strategy consultancy.

Who we are:

Brite Green is an award winning sustainability strategy consultancy. We help companies reimagine their business models and practices by embedding sustainability into the way they see the world. From ensuring compliance with legislation to developing new innovative products, we work in partnership with our clients to provide the resource, perspective and expertise to realise competitive advantage through sustainable business practices.

The work we do is wide ranging but we have four main service areas:

- **Sustainability strategy:** Identifying the critical sustainability issues for companies and incorporating sustainability into business strategy
- **Management systems:** Designing, implementing and maintaining environmental management systems, including ISO 14001
- **Sustainability reporting:** Collecting, analysing and reporting sustainability data for customers
- **Solution implementation:** Providing ongoing support to customers to embed sustainability into their organisations

The types of projects we do ranges from one off pieces of analysis through to providing outsourced sustainability management for companies on an ongoing basis.

The type of companies we work with is really varied and includes airlines and airports, manufacturers, advertising agencies and professional services companies. We have customers across the UK and US, ranging from medium sized companies to large, listed Groups.

We are a small but fast growing company with big ambitions. You can find out more about us and the work we do on our [website](#)

The role:

As the Consultancy Practice Manager, your role is to ensure that projects are delivered effectively by the consultancy team and to implement and manage systems to manage resources and billing effectively, supporting our growth. You'll also have an important role to play in ensuring Brite Green is a great place to work.

Your core activities include:

Supporting effective project delivery

- Ensuring that client projects are managed effectively, supporting the consultancy leads to develop the consultancy project plans, with clear scopes, objectives and budgets
- Planning and coordinating resources to meet project budgets and efficient allocation across all consultancy projects

- Measuring project performance using appropriate systems, to understand how the team is operating internally

Designing and implementing business systems

- Work closely with the Managing Partner to specify the requirements for business management systems and implement them
- Manage the business management systems
- Supporting with billing, and financial administration and reporting
- Identifying opportunities to improve processes and providing insight to management and project leads for potential improvement and enhancements

Supporting a great working environment

- Managing new consultant and associate onboarding, and supporting ongoing engagement that make working with Brite Green fun and engaging

You will be:

The following requirements are highly desirable but we welcome all applicants who are interested in project management roles with a passion for sustainability:

- Highly organised
- Great with people
- Able to work independently and support others to excel
- Able to think strategically and deliver in a “hands-on” way
- Experience in project managing, overseeing budgets and resource management
- Good understanding of the requirements of small, growing businesses
- A keen interest in sustainability from both an environmental and social perspective
- Excellent written and verbal communication skills
- Strong knowledge of Microsoft Office and project management systems

What we offer:

We work hard and will expect you to do so too. In return we offer exiting opportunities for you to develop, lead, and be a valued member of the team and we provide a competitive remuneration package (salary, performance bonus and pension).

As part of a small company you will have a real opportunity to shape the environment you work in and have exposure to all aspects of the company as well as a wide range of clients and work. You will be given responsibility quickly and have the opportunities to progress in the company.

We are able to support flexible working hours and locations.

How to apply:

Please send a CV (no more than 2 sides of A4) and a concise covering letter (no more than one side of A4) outlining why you are a suitable candidate to info@brite-green.co.uk.

The closing date for applications is the 3rd March 2023.

If you are successful, you will be invited to an interview. Due to the number of applicants we receive, only those who are invited to interview will be contacted. If you have not received an invitation by the 17th March you should assume you have not been successful.

Equal opportunity employer:

Brite Green Ltd is committed to creating a diverse working environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.

Note to recruitment agencies:

We do not accept unsolicited applications from recruitment agencies and/or search firms and we will not pay fees to any such organisation.