



Change Agents UK

CAUK Reference: 2509

## Sustainability Analyst - Job Description

<b>Job Title:</b>	- Sustainability Analyst - Cocoa (French speaking)
<b>Location:</b>	- Home based
<b>Employer:</b>	- GCB Cocoa UK
<b>Number of Positions:</b>	- 1
<b>Salary (per annum pro rata):</b>	- £35,000 – 45,000k
<b>Start Date:</b>	- ASAP
<b>Contract:</b>	- Full-Time / Part-time possible, Permanent

### ***Job Snapshot:***

GCB Cocoa is a global cocoa processor and chocolate manufacturer. We are currently seeking a Sustainability Analyst - Cocoa to support the group's efforts to provide sustainable chocolate and cocoa products. We need someone to own data collation and analysis globally to support, impact reporting and communication to stakeholders. This is a great opportunity for someone looking to make their mark by innovating systems strengthening sustainability projects by ensuring they achieve their stated goals. There is a lot of opportunity to get involved in new projects, to grow with the business and as part of a small but growing team, with significant impact and autonomy.

Working as part of our close-knit Global Sustainability Team you will have the opportunity to have an impact with colleagues Globally, the opportunity to travel and work to develop our systems and processes.

### **The Opportunity:**

The ideal candidate will be a team player as well as self-motivated. He or she will be highly organised, detail-oriented, and capable of managing a dynamic workload. He or she will have excellent communication skills and will relish working with internal and external stakeholders. Key attributes include a demonstrable interest in sustainability and responsible sourcing, as well as an understanding of socio-economic and environmental sustainability issues, especially across supply chains.

In addition to the role and its benefits you will be enrolled on to the Change Agents UK Sustainability Leadership Skills programme. You can benefit from networking with peers, 1:1 coaching to focus on your professional development and a series of workshops covering our three key areas of study; personal effectiveness and work skills, concepts and theories and engagement, influence and impact.

### **About the Role:**

- Information and Systems Management – Maintain up-to-date project records and manage programme databases. Support development of business systems, procedures, and organisational processes.
- Monitoring & Evaluation – Collate, analyse and validate project data, review Key Performance Indicators (KPIs), and build consolidated reports for data synthesis and interpretation.
- Financial Management – Review and prepare budgets, monitor expenditure and prepare reports.
- Project Management – support project proposals and reports. Accompany project implementation and monitor the progress of activities.
- Stakeholder Management – Build and maintain relationships with suppliers, customers and stakeholders including donors, civil society, and industry bodies.

## Person Specification

### Essential:

- Proficiency in English and French.
- Project Management – planning, coordinating, and delivering projects.
- Financial Management – budgeting, expenditure analysis, and reporting.
- Monitoring, Evaluation & Reporting – developing and tracking KPIs, analysing data and preparing impact reports.
- Data Analysis & Information Management – managing complex databases, analysing and synthesising data, and extracting useful reports.
- Proficiency in data visualisation/analysis software e.g. PowerBI, Excel
- Multi-Tasking – balancing multiple priorities and deadlines.
- Stakeholder Engagement & Management – working with diverse, cross-functional teams.
- Degree Level in relevant field.

### Desirable:

- Master's degree or equivalent higher education qualification in relevant field, such as Sustainability/Data Science/Project Management.
- Experience of working with companies on corporate responsibility or sustainable supply chain issues.
- Knowledge of agricultural supply chains, especially cocoa, and sustainability certifications.
- Project design and implementation in rural/agricultural settings in Africa, Asia, or Latin America to improve farming household livelihoods.
- Proficiency in other languages e.g. Spanish, German and ability to work with multi-cultural teams across time zones.

### How to apply

If you wish to apply for this role, please submit a **CV and short Covering Letter** explaining your motivation for applying and briefly addressing the essential criteria for the role (up to 500 words) via the Change Agents UK [Careers Page](#). We also ask you to complete an optional [Equality, Diversity & Inclusion](#)

[Monitoring form](#); this does not form any part of the selection process but is used to help us monitor the effectiveness of our policy.

- Application Deadline:** - **Early applications are advised, and we reserve the right to close this role early if a suitable candidate is identified.**
- Telephone Interview:** - **Ongoing throughout advertising period.**
- Interview Date:** - **Ongoing**
- Anticipated Start Date:** - **ASAP**

You are welcome to get in touch with us with any questions before applying – please email us at [applications@changeagents.org.uk](mailto:applications@changeagents.org.uk) or call us on 01572 723419.

Job offers will be subject to suitable right-to-work and reference checks and the successful applicant may be required to undergo a DBS check.

Change Agents UK is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people from all parts of the community, particularly where there is under-representation. If you need additional support to enable you to complete the application process, please contact us.

Information on placement terms can be found at [www.changeagents.org.uk/information-employment-terms](http://www.changeagents.org.uk/information-employment-terms)

### **About the Company:**

At GCB Cocoa, our dedication lies in providing exceptional, mouthwatering products and tailor-made cocoa solutions that perfectly suit the preferences of our esteemed customers.

Driven by our unwavering commitment to quality and innovation, we continuously strive to deliver outstanding, personalised cocoa solutions to meet the needs of our valued customers.

Our sustainability strategy, Good Cocoa & Beyond, named to mirror our company name, places sustainability at the core of what we do. We are committed to making a conscious and concerted effort to embrace cocoa sustainability, partnering with stakeholders in the whole cocoa supply chain to secure the future supply of cocoa and ensure a thriving sustainable cocoa sector. Visit our website for more information: [GCB Cocoa UK](http://GCB Cocoa UK).

### **Change Agents UK:**

Change Agents UK Trading Ltd works as a non-profit sustainability employment business and agency and is wholly owned by Change Agents UK Charity. Change Agents UK have worked in Sustainability education and employment for 25 years, supporting our partners to create superb opportunities in sustainability, delivering real impact and change and providing training and skills support for our Change Agents on placement.

### **Benefits:**

- Salary Sacrifice Pension Scheme: 5% Employee pension contributions are matched by 5% Employer pension contribution.
- 20 days annual leave (plus bank holidays), rising to 22 days after 2 years' service, and 25 days after 5 years' service.
- Discretionary annual bonus paid in December, dependent on individual and Company performance.
- Private Medical Insurance available to opt in to (individual cover)

## Appendix 1: Change Agents UK Trading Ltd Opportunity Details

Change Agents UK Trading Ltd is acting as an employment agency as defined under the Employment Agencies Act 1973. Should you have any queries or require any further information on this role or the services we provide please contact [applications@changeagents.org.uk](mailto:applications@changeagents.org.uk) or call 01572 723419.

Placement Details	
CAUK Reference Number	<b>2509</b>
Placement job title:	Sustainability Programme Manager and Analyst
Start date of the placement:	ASAP
End date of the placement:	n/a
Actual hours of work per week: 'Full time equivalent' hours per week:	Full time equivalent 37.5 hours per week, Mon – Fri Willing to consider part-time or compressed hours in this role (minimum 3 days per week; minimum 23 hours)
Days and hours of work: Please detail normal hours and any variables or expected rotas / shift patterns.	As above, some flexibility required to work across different time zones for key meetings on an adhoc basis.
Where applicable please provide details of any terms and conditions which would apply to the worker in relation to night work:	NA
Probation period including any conditions:	<b>TBC 6 months</b>
Notice period:	<b>TBC 3 months following completion of probation, 1 week prior to that.</b>
Type of work:	<b>Data Analysis/project management – desk based with some travel.</b>
Location of work if different to Client's address:	Home based.
Rest breaks and rest periods given to employees:	<b>Dependent on hours – 30 minute or 1 hour lunch break.</b>
Client's collective facilities available to the employee: E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms	<b>Home based but welcome to use facilities at any of our Global sites.</b>

Any known health and safety risks and the steps the client has taken to reduce the risks:	None – we do a new starter health assessment.												
Any experience training, qualifications or authorisation necessary or required by law or a professional body to do the role (if none, please state so):	None												
Does the position involve working with vulnerable people*:	No												
<b>Pay and Benefits</b>													
Salary (payable to a direct recruit or comparable employee): Please provide pay scales if available.	£35,000 – 45,000 dependent on experience per annum pro rata.												
Sick leave and pay:	<p>Based on length of service:</p> <table border="1"> <thead> <tr> <th>Completed year(s) of service</th> <th>Eligible period in a year</th> </tr> </thead> <tbody> <tr> <td>Less than 3 months</td> <td>Not eligible</td> </tr> <tr> <td>3 months but less than 1 year</td> <td>1 month</td> </tr> <tr> <td>1 year but less than 2 years</td> <td>2 months</td> </tr> <tr> <td>2 years but less than 3 years</td> <td>4 months</td> </tr> <tr> <td>3 years or more</td> <td>6 months</td> </tr> </tbody> </table>	Completed year(s) of service	Eligible period in a year	Less than 3 months	Not eligible	3 months but less than 1 year	1 month	1 year but less than 2 years	2 months	2 years but less than 3 years	4 months	3 years or more	6 months
Completed year(s) of service	Eligible period in a year												
Less than 3 months	Not eligible												
3 months but less than 1 year	1 month												
1 year but less than 2 years	2 months												
2 years but less than 3 years	4 months												
3 years or more	6 months												
Mileage rate:	Standard UK – 45.5p per mile												
Any other expenses payable:	Travel expenses are paid per our policy.												
Bonuses or commission payable (if applicable include any qualifying criteria):	See benefits												
Overtime rates payable (if applicable include any qualifying criteria):	NA												
Any other remuneration:	No												
Any other benefits:	No												
<b>Annual Leave</b>													
Annual Leave entitlement and pay:	See benefits												
Closure Days (if applicable, please specify dates):	English Bank Holidays												