

## Consultations Associate

**Location:** Germany & UK

### Job Purpose and Background:

The Science Based Targets initiative is looking for an Engagement Consultations Associate to join our Impact Team to support stakeholder engagement for SBTi's technical projects. A technical project is an end-to-end programme of work to develop or update one of SBTi's standards, sector guidance, or other technical product. Stakeholder engagement brings the diverse perspectives, expertise and capabilities of a wide range of relevant stakeholders into technical projects and is critical to their quality and credibility. This is a unique opportunity to engage with NGOs, academic, scientific and corporate communities and to catalyze collaboration across teams within the SBTi.

This position will report to the Stakeholder Engagement Senior Manager and join a team of 12 on the Impact Team.

In this role, you will implement engagement processes from project initiation, through consultation, until launch of the project. You will help ensure diverse stakeholder participation in standards development and support increased reach of technical projects. You will coordinate public consultations, road tests, and other feedback mechanisms and ensure they reach the right audiences and attract a highly engaged, relevant, and diverse group of stakeholders.

As a Consultations Associate SBTi you will play a pivotal role in ensuring that our technical standards development process is inclusive, transparent, and responsive to the needs of diverse stakeholders. You will be at the forefront of cultivating relationships, gathering insights, and coordinating engagement efforts to bring a wide spectrum of voices to the table. You are a great fit for this role if you are motivated to learn, can quickly understand new concepts, are proactive, show initiative, and are energized by driving science-aligned climate ambition. You are comfortable working in a fluid and dynamic environment, working to deadlines and approaching challenges with good humor and creativity. We are looking for someone that is process- and detail-oriented and highly organized, with the ability to work independently and collaboratively across teams.

### About the SBTi:

The Science Based Targets initiative (SBTi) is a global body enabling businesses to set ambitious emissions reductions targets in line with the latest climate science. It is focused on accelerating companies across the world to halve emissions before 2030 and achieve net-zero emissions before 2050.

The initiative is a collaboration between CDP, the United Nations Global Compact, World Resources Institute (WRI) and the World Wide Fund for Nature (WWF) and one of the We Mean Business Coalition commitments. The SBTi defines and promotes best practice in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets. For more information please visit [www.sciencebasedtargets.org](http://www.sciencebasedtargets.org)

### Key responsibilities include:

- Implement stakeholder engagement processes from project initiation, through consultation, until launch of project.
- Coordinate external engagement and stakeholder input in public consultations, pilot testing, and other feedback mechanisms, ensuring they reach the right audiences and attract a highly engaged, relevant, and diverse group of stakeholders. Organize and coordinate workshops, webinars, and other events to facilitate meaningful discussions and collaboration among stakeholders. Ensure events are accessible and accommodating to diverse participants and that all voices are heard.
- In collaboration with the market transformation team, maintain landscape analysis and stakeholder mapping.
- Together with market transformation and outreach & engagement teams, ensure diverse stakeholder input and increase reach of consultation.
- Interface across teams, including the coordination with the communications team, collaboration with technical teams, and supporting internal capacity building.
- Participate in technical project team meetings.
- Analyze feedback from NGOs, academic, scientific and corporate communities and package insights for use by project teams.
- Ensure procedures for standard development on stakeholder engagement are followed, documenting these for compliance purposes.
- Support engagement activities of the Impact Team such as developing resources, conducting data analytics, delivering and coordinating trainings, and performing administrative tasks.

### Essential skills and experience needed:

- Relevant work experience, (for example stakeholder engagement, public relations, community outreach, preferably in a technical or scientific context )
- Ability to grasp new topics quickly (Capability for technical understanding)
- Excellent communication skills
- Excellent project management, organizational, and prioritization skills
- Ability to think strategically and critically
- Demonstrated ability to work as a team-player in a multicultural environment

- You are passionate about creating positive change through corporate climate action
- You are results oriented and have the ability to handle multiple tasks and working a constantly evolving environment
- You are professional, effective and flexible team player, with proven ability to work with high-level representatives from the private sector and civil society
- You are entrepreneurial, self-motivated, and able to work independently in an international and multicultural environment
- Fluency in written and spoken English

### Desirable criteria

- Business proficiency in language other than English
- Understanding of science-based targets and net-zero landscape
- You can digest and communicate technical information to non-technical audiences
- Experience working with CRM

This is a full-time role based in the UK or Germany. The salary for this role will be dependent on location and level of experience. This role is a fixed-term contract for 12 months with the possibility of extension.

Interested candidates should be legally allowed to work in the countries specified. The SBTi cannot sponsor any working visas.

### What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Salary According to experience and location
- Training and development;
- Attractive holiday package.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate on the basis of race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.