



## Assistant Engagement Manager

### Job summary:

Location:	Oxford, UK
Remuneration:	£20,000 – £25,000pa depending on experience
Reporting to:	Programme Manager
Applications to:	<a href="mailto:jobs@2degreesnetwork.com">jobs@2degreesnetwork.com</a>
Closing Date:	Position will be filled as soon a suitable candidate is identified

### Role and responsibilities:

We are looking for a passionate colleague to work with us on one of our supply chain engagement programmes.

These programmes focus on promoting sharing of good practice, problem solving and collaboration within the supply chain of a major business, all to accelerate sustainability & efficiency initiatives.

The programmes are predominately delivered to members via an online platform, and through hundreds of personal relationships forged in person and on the phone.

Assistant Engagement Managers play a major part by:

- Organising events and activities for the membership. You'll scope, plan and recruit for events, webinars, site visits and other activities to support the goals of the programme.
- Building relationships with programme members. While technology has a big role to play, our programmes mix online and personal relationships to really understand, prompt, and make things happen with members.
- Member communications. One minute you'll be speaking to sustainability managers about an event, the next finding the answer to a problem posed by a member – by consulting with other members.

### You are:

- **Confident communicator** – You will be in constant contact with hundreds of people outside our business, on phone, email, and in person.
- **Self-starter with can-do attitude** – We're looking for people who take responsibility to 'get things done', and who has resilience to set backs.
- **A team player** – work effectively in a collaborative team, and have a supportive attitude able to work confidently for the good of your team and the company.
- **Highly organized** – confident in identifying target outcomes, managing multiple tasks and delivering them consistently, on time to high personal standards.

## Essential skills and experience:

- Minimum one year's relevant workplace experience.
- Excellent written and verbal communication skills, particularly via phone, email and online media/social platforms.
- A professional approach and ability to inspire confidence in our clients, partners and members.

## Desired skills and experience

- An interest in the topics of manufacturing, engineering, environment and/or sustainability.
- Experience in a customer facing role
- Understanding of basic behavioural psychology

## What you get:

- The opportunity to work in a business that is changing the way that global corporations interact with their supply chains.
- A fast paced and highly sociable work environment .
- A culture of empowerment – you will be given a high level of personal responsibility from day one.
- The opportunity to work with inspirational colleagues who are highly passionate and motivated by a belief that the work they do positively contributes to a more sustainable future
- Opportunity to access and develop relationships with hundreds of professionals and grow your personal network.
- On-going mentoring and career development.

## About 2degrees:

At 2degrees, we believe that business is key to solving the greatest challenge of our time: how 9 billion people can live well and sustainably on a single planet with finite resources.

This is also the biggest challenge facing business - how companies can survive and thrive in a time of turbulent change. They can only do this by adopting the principles of sustainable business, embracing greater economic efficiency, driving innovation and managing environmental and social risks.

We work with some of the world's largest companies and their supply chains to deliver programmes that have the power to transform their business sectors. Our clients include Asda-Walmart, the European Commission, Grant Thornton, GSK, Heathrow Airport, Kingfisher, and RBS.

## How to apply:

Please apply by sending a CV and cover letter clearly stating why you are suitable for the role to [jobs@2degreesnetwork.com](mailto:jobs@2degreesnetwork.com)

2degrees is currently only able to consider applications from those with a permanent right to work in the UK (i.e. this excludes those who have valid work visas). 2degrees is an equal opportunities employer. We are committed to ensuring that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, race, colour, ethnic origin, sexual orientation, age or disability, and that all appointments are made purely on the basis of merit.