



## **Sustainability Coordinator - Cultural Policy Lead Job Description September 2021**

Native Events is the driving force for sustainability in the events and cultural sector in Ireland. The company offers sustainable events services and infrastructure, as well as consultancy and advice to the creative and events industry. The Sustainability Coordinator - Cultural Policy Lead is a core member of staff, working on future-focussed projects as well as undertaking sustainability oversight at various Native Events productions. The Sustainability Coordinator - Cultural Policy Lead reports to the Directors, and works closely with the General Manager and the sustainability team.

### **ROLE REQUIREMENTS**

#### **Sustainability Strategies**

- Consultation and strategy work with Native Events' clients in the transition towards a more sustainable Irish cultural sector
- Development of systems-based approach to sustainability consultancy and strategy contracts
- Research into relevant legislation, grants and funding opportunities
- Liaison with clients to arrange briefings and meetings to advance consultancy projects
- Systems mapping for cultural organisations and wider stakeholder networks
- Workshop delivery for prioritising targets and goals for client organisations
- Devising sustainability strategies for Native Events' clients

#### **Sustainability Policy**

- Working closely with the Directors, take the lead on the writing up of the Native Events internal sustainability policy
- Assume responsibility for reporting on the environmental impacts of Native Events activities and in designing mitigation strategies
- Assist in the application process for B Corp status for Native Events

#### **Projects and Communications**

- Work closely with the Directors and the wider Native Events team on the design and delivery of various projects and partnerships
- As part of the team, establish and launch Julie's Bicycle EU, a partnership of Native Events and Julie's Bicycle UK
- Assist in the development of the Creative Green Programme for Ireland

## **Programming**

- Assist with curation of guest speakers, performers, traders, artists etc for Native Event's productions, ie:
- Living Lab
- Future Forum
- Green Room
- And other events as further programming opportunities arise

## **Education and Training Materials**

- Support the development of education and training materials and programmes
- Assist in the curation of reading and resource lists
- Deliver presentations, workshops and lectures as required

## **TERMS**

- Commencing January 10th 2021
- The position is based around a 1 year contract of 4 days per week.
- The role is based primarily in the Native Events office in DLight Studios in Dublin 1.
- Office hours are 10am to 6pm Monday to Friday. Remote working may also be undertaken with this position
- Flexibility may be required with work hours and with location-based work on-site during festival periods
- It should be understood that at times you will be expected to work such hours as are necessary for the workload and deadlines in question
- Annual Leave is based on a pro rata basis at a maximum of 20 days per annum
- Salary for this position is available upon request
- To apply for this position please send a CV and accompanying cover letter to [kyle@nativeevents.ie](mailto:kyle@nativeevents.ie)