

# T E D B A K E R

L O N D O N

## Ted's Guide to what the Sustainability Assistant does around here

### Ted's Mission Statement

*Our Mission is to build a successful company through the creation of a leading designer brand. By conducting ourselves in an **efficient** and **courteous** manner and by maintaining Ted's high standards and **integrity**, we pride ourselves in always being in a position to satisfy the needs of our customer. In order to protect the **ethos** and **persona** for which we have gained an enviable reputation, we always ask ourselves the question: **'Would Ted do it that way?'***

As Ethical and Sustainability Assistant you will be working with Ted's Conscience Senior Specialist, helping Ted effectively monitor his supply chain. You will play an important role in ensuring that Ted's supplier's ethical standards are up to scratch.

This unique opportunity is admin based, however with passion and drive, there is scope for you to progress within the department.

Ted's Conscience Department sits within the Production Department. You will report directly to Ted's Conscience Senior Specialist; as well as working with the whole business.

### Main Areas of Responsibility:

- Help manage and update Ted's Supply Chain Mapping platform.
- Maintain up to date audit information for first tier factories.
- Liaise with the Sourcing team to maintain an up to date list of prospective and new suppliers.
- Assist with mapping 2nd tier suppliers.
- Data collection, submission, verification & follow up for Ted's annual Sustainable and Ethical reporting.
- Assist in preparing information packs and reference tools for internal training.
- Assist with looking after Ted's Bee hives.

### Tools of the Trade:

- Must have a passion for social and environmental matters.
- Ideally have studied sustainability or related subject at university.
- Computer literate – Word, Excel, Powerpoint.

Must be confident in presenting.

### Personal Traits:

- Good organisational and administrative skills.
- Ability to prioritise work load efficiently.
- Pro-active, uses initiative.
- Attention to detail.
- Ability to work on your own or as part of a team.
- Good communication skills.

### Ted's Core Competencies

- Satisfy the needs of our **customer**, always
- Pursue growth and opportunities through **initiative and proactivity**
- Build open and **honest** relationships with clear **communication**
- Create a positive **team** environment, encourage **collaboration**
- Be proud, passionate, **motivated**, committed
- Take ownership, be **accountable**
- Encourage **organisation**, high standards and efficiencies

