

T E D B A K E R

L O N D O N

TED's guide to what a Sustainability Coordinator does round here

As Sustainability Coordinator you will be working with the Ted's Conscience team, ensuring Ted's sustainability and environmental wants, needs and requirements are met. This is an exciting new position at Ted where you will have the opportunity to develop your role alongside our Global Sustainability Strategy.

You will help drive our Global Sustainability Strategy with a particular focus on increasing Ted's supply chain transparency, making sure we are sourcing our materials sustainably.

Main Areas of Responsibility:

- Contribute towards driving Ted's Global Sustainability Strategy by engaging external and internal partners
- Develop and manage Ted's raw material (supply chain) traceability policies and procedures to investigate our Tier 3 and Tier 4.
- Manage data collection, in-depth analysis, submission, verification & follow up of sourcing information from external partners
- Ensure verification documents are obtained and up-to-date, e.g. RDS, RWS, FSC
- Stay on top of industry best practice and legislation changes
- Run internal sustainability training for relevant teams and facilitate cross-business communication on sustainability
- Work across departments to create and develop an annual Sustainability Report
- Help develop and manage Ted's circular business model
- Develop and deliver impactful, relevant training to Ted employees and suppliers; including design and delivery of training, toolkits and webinars.

Tools of the Trade:

MUST HAVES:

- Experience in the sustainability sector or fashion industry
- Passionate and knowledgeable about sustainable fashion and the circular economy
- Ideally have studied sustainability or related subject at university
- Strong data analysis skills with high level of competency in Excel
- Strong presentation skills, with the confidence to present at board level and to external stakeholders
- Working knowledge of current sustainability topics and issues particularly in fashion
- A natural innovator, able to problem solve and provide solutions to unique material sustainability issues

NICE TO HAVES:

- Knowledge of textile supply chains and materials
- Experience in sustainability reporting

Personal Traits:

- Good organisational skills, with ability to prioritise work load efficiently
- Collaborative work ethic contributing towards a positive team dynamic
- Adaptable and self-aware
- Excellent attention to detail
- Proactive self-starter who can manage a complex workload
- Clear communicator

