

Overview of Role

The sustainability assistant / trainee works under the sustainability lead / manager / advisor or sustainability coordinator, and is responsible for assisting with research and providing information on suppliers, and the day-to-day monitoring of the sustainable solutions used on a production. They will spend time in production offices, putting up signage on sets and locations, checking in on activities, and running errands. They need to liaise with members of the production team and other departments, to gather data on sustainability initiatives and their progress, and assist with the sustainability auditing and certification process. Depending on the size of the production, they may also liaise with suppliers.

They are not expected to arrive fully skilled and should be given the time and opportunity to learn on the job.

Core Responsibilities:

These core responsibilities are provided as a guide and are not exhaustive. The exact responsibilities in a particular job will vary depending on the scale / budget band / genre of the production.

1. Assist with the scoping of sustainability requirements for the production

- ☒ Research the infrastructure and facilities proposed for the production, effectively integrating sustainability into their planning and use
- ☒ When original proposals have a high carbon impact on the production, suggest alternative actions through the senior team to the production and those involved in overseeing sustainability
- ☒ Carry out research on the selection of suppliers, vendors and facilities with the required expertise and equipment to fulfil sustainable requirements
- ☒ Research wrap requirements and potential disposal of waste and circularity of materials including props, sets, costumes, equipment and assets
- ☒ Report problems and difficulties to the relevant people
- ☒ Maintain tracking systems for sustainability across the production

2. Assist with guidance on sustainability within the production

- ☒ Track environmental impact, or other required assessments carried out when operating in natural spaces and biodiverse habitats
- ☒ Support and inform the heads of departments (HODs) exploring decarbonisation strategies, sustainable choices and minimising potential biodiversity impacts
- ☒ Research and suggest amendments or alternative solutions to the production or relevant departments, outlining the impacts of not choosing the sustainable options

3. Assist the development of sustainability plans and solutions

- ☒ Research and suggest amendments or alternative sustainability solutions for the proposed plans
- ☒ Support the development of the sustainability plan and its presentation to production, cast, crew, contributors and suppliers
- ☒ Assist with coordinating feedback and suggestions on the plan for sustainable practices
- ☒ Use opportunities to engage with cast, crew and contributors on the decarbonisation plans for the production, e.g. signage to encourage responsible resource use
- ☒ Support the creation of the green memo clearly communicating the key sustainability goals for the production, and the responsibilities for the team

4. Assist with communicating sustainability ethos and initiatives during production

- ☒ Check the lines of communication with all departments
- ☒ Build relationships with all departments and suppliers, and answer production and crew queries on sustainability measures and impact
- ☒ Help to communicate the sustainability goals and ongoing objectives
- ☒ Visit all production spaces to share and collate information on sustainability implementation in all departments
- ☒ Support the sharing of updates on sustainability implementation progress to the production, cast, crew and contributors, and any other relevant stakeholders including funders, commissioners and broadcasters
- ☒ Use sustainability updates and memos to keep cast, crew and contributors engaged and motivated
- ☒ Support the creation of the wrap report, final green memo or final newsletter to share with the production, cast, crew and contributors and relevant stakeholders including suppliers where applicable
- ☒ Communicate mitigations and positive actions and learnings, celebrating success with cast, crew, suppliers and contributors

5. Support the tracking of sustainable solutions

- ☒ Assist with sustainability monitoring tasks such as cross-checking data
- ☒ Research and suggest alternatives when original plans aren't feasible
- ☒ Monitor and record the success of trials and solutions adopted
- ☒ Communicate the wider positive impacts of sustainable solutions
- ☒ Comply with policy, regulatory and organisational requirements and industry guidelines

6. Use reporting systems to monitor sustainability on production

- ☒ Liaise with all departments and production accounts to ensure agreed data is collected
- ☒ Cross-check the data between accounts data provided and department data provided
- ☒ Check and enter data into the carbon calculator or reporting tool
- ☒ Report progress and outcomes to the responsible person

7. Assist with completion of the sustainability certification process

- ☒ Complete and submit the required documentation for the sustainability certification system or tool being used
- ☒ Compile an evidence file for production auditability, as required
- ☒ Support reporting on certification progress to the production and the sustainability team

8. Support evaluation and reporting on sustainability solutions used for the production

- ☒ Collate information to contribute to the sustainability wrap report, final green memo or final newsletter
- ☒ Support the production of case studies to draw out engaging stories from the data, as required
- ☒ Support the communication of mitigations, positive actions and learnings, celebrating success with cast, crew, suppliers and contributors
- ☒ Tailor messaging to the audience to give the greatest impact of learnings

Role Specific Skills:

- ☒ Apply sustainability principles and initiatives to productions
- ☒ Communicate sustainability objectives and goals in an engaging, motivational manner
- ☒ Collate sustainability monitoring information and progress reports, drawing on information from all relevant departments in line with sustainability reporting requirements
- ☒ Act as an on-site sustainability department representative

Transferable Skills:

- ☒ Communication: interpreting other's requirements and communicating requirements to other departments and colleagues
- ☒ Team-working: collaboration within own and other departments
- ☒ Set etiquette: know the roles and responsibilities within departments and the etiquette to follow on production
- ☒ Problem-solving: contingency planning and resolving sustainability issues so that the production remains on schedule and carbon reduction is achieved
- ☒ Digital skills: ability to use a variety of digital platforms, working knowledge of excel

Attributes:

- ☒ Resilience and enthusiasm: adapts positively to changing work priorities and patterns, ensuring deadlines continue to be met. Proactive and explores new initiatives and practices for sustainability which will enhance and deliver the best results for the production
- ☒ Productivity: organises work effectively and achieves required results within deadlines. Demonstrates the drive and energy to get things done in pressurised situations and escalates appropriately when necessary
- ☒ Ethics and integrity: honest and principled in all of their actions and interactions. Respectful and inclusive of others and meets the ethical requirements of their profession

- ☒ Flexibility: willing to both listen and learn and to accept changing priorities and working requirements, and has the flexibility to maintain high standards in a changing production environment
- ☒ Professional development: develops an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial