

Position	CSR Manager
Location	Tsunami Axis office – London/Scotland /Homeworking
Employment Period	Permanent (full-time)
Package	Salary depending on experience £30,000 - £45,000

Job Purpose

Tsunami Axis has a simple mission: to be the most professional service provider within the office interiors sector. We are a growing, multi-disciplinary office services business and are looking to recruit a motivated CSR champion.

Reporting into the senior leadership team, as CSR Manager, you would be responsible for the definition and implementation of the CSR Strategy, able to create and deliver a short, mid and long-term roadmap that realizes the Companies vision for CSR. You will play a key role in developing effective internal and external CSR comms, working across all divisions, external agencies, supply partners and customers. You will be a passionate advocate for the centrality of CSR as a core value within the business and able to creatively and engagingly take all stake holders on the CSR journey.

The broad remit will include values, environmental responsibility, diversity and inclusion, labor/supply-chain management and social activities.

Principle Accountabilities

- Developing and executing CSR programs as well as conducting regular program reviews to assess outcomes and effectiveness
- Acting as the focal point for the Company's CSR initiatives across all locations and business units, building relationships with community partners and key stakeholders.
- Ensuring that the companies CRS vision is constantly evolving and in tune with relevant cultural, societal and environmental drivers.
- Promoting employee volunteering initiatives in coordination with internal and external stakeholders.
- Responsibility for data gathering, analytics and reporting from across supply chain and internal business functions.
- Driving budget & monitoring spend to deliver results in line with planned objectives.
- Create the annual CSR report, in collaboration with internal and external stakeholders and be the company ambassador.

- Keep up to date with the latest developments in environmental, Social and Governance.
- Manage the day-to-day operation of our measurement and reporting priorities and commitments.
- Market responsibility for legal compliance.
- Support and Manage relationships with key stakeholders, to include suppliers and customers.
- Respond to ad hoc queries from our partners, customers and supply chain.
- Manage social activities – supporting corporate volunteering

Knowledge, Skills, Qualifications & Experience:

- You have a degree in Marketing, Business Administration, Political Science, Economics, Environmental science, or Communications.
- Ideally, have prior experience within a similar role.
- Knowledge of the rules and regulations governing best practices for CSR will be an advantage.
- You have strong expertise in managing relationships, networks and teams that include a diverse group of people representative of the public and private sectors, community-based organizations, non-profit and civic leadership.
- Proven effectiveness in driving complex multi-stakeholder planning processes and cross-team projects to desired results.
- Evidence of having dealt in an organised manner, juggling multiple priorities and with attention to detail where there are competing demands on workload and deliverables
- Ability to influence key people at all levels and ability to convey complex and contentious information in challenging situations
- Strong PC skills: Microsoft Office suite (Word, Excel, PowerPoint)
- Ability to maintain confidential information in a professional manner

Note: this job description is not an exhaustive list of the responsibilities and activities that the job holder may be required to undertake.

How to Apply

Please feel free to email Elaine Pearce for further information. Alternatively, please forward your CV to e.pearce@tsunami-axis.com

<http://www.tsunami-axis.co.uk>