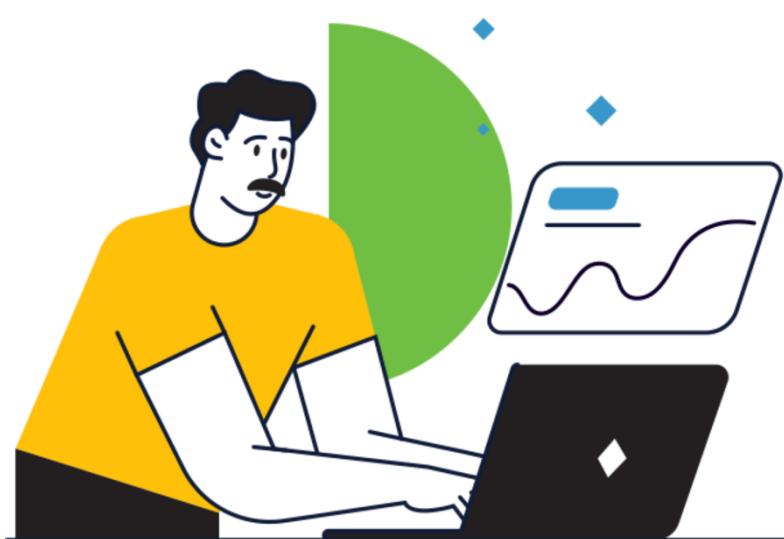




## Sustainability Graduate

**JOB DESCRIPTION & PERFORMANCE  
METRICS**  
**JANUARY 2026**



## About GLEG

GLEG is a UK-based energy and sustainability consultancy specialising in helping large and complex energy users reduce costs, manage carbon, and prepare for a net zero future. We deliver services including carbon reporting, compliance (ESOS, SECR), procurement strategy, energy data analytics, renewable integration, and financial/carbon reporting.

We are committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

## Position Summary

The Sustainability Graduate will support the development of environmental policies, carbon reduction strategies, and sustainability reporting for GLEG's clients. Working closely with the Head of Sustainability, the role focuses on Scope 1, 2, and 3 data collation, analysis, environmental documentation, and supporting net zero initiatives.

This is an ideal early-career role for a graduate looking to build strong foundations in carbon accounting, sustainability strategy, environmental management, and client delivery.

The role is 37.5 hours per week at Head Office in Lytham St Annes or GLEG's brand new Manchester office with flexibility of working hours outside of the required core hours of Monday to Friday 09:30 to 15:00, and hybrid working once training is complete.

## The Role

### Environmental Policy & Strategy

- Draft and maintain environmental and sustainability policies for clients.
- Support creation of Carbon Reduction Plans aligned with PPN 06/21.
- Assist in developing net zero strategies, targets, and sustainability action plans.
- Contribute to Environmental Management Systems (EMS) aligned with ISO 14001.

### Carbon Accounting & Reporting

- Collect, validate, and analyse energy, fuel, waste, water and business travel data.
- Prepare annual carbon footprints across Scope 1, 2, and 3 following the GHG Protocol / ISO 14064.
- Support creation of sustainability reporting (ESG disclosures, SECR, ESOS data preparation, CDP, EcoVadis submissions).
- Help maintain emissions datasets, audit trails, and evidence packs.
- Management of Climate Change Levy Agreements including:
- Management of PP10-11 forms.
- Tracking performance of CCA carbon intensity v targets.
- Management of potential buyout charges.

### Research, Insights & Best Practice

- Monitor UK and international sustainability regulation and policy changes.
- Research decarbonisation technologies, innovations and sustainable practices.
- Produce insight notes and recommendations for clients and internal teams.

### Stakeholder Engagement & Collaboration

- Engage suppliers to obtain sustainability or Scope 3 information.
- Liaise with clients to gather data and track progress against sustainability objectives.
- Support internal sustainability working groups and training sessions.

## **Data, Systems & Tools**

- Maintain sustainability datasets and carbon accounting tools.
- Assist in producing dashboards and visual analytics (Excel, Power BI, Tableau).
- Support digitalisation of ESG and carbon reporting workflows.

## **Project Delivery Support**

- Prepare reports, presentations, models and templates for client work.
- Provide administration and coordination support across projects.
- Track actions, follow-ups, deliverables and deadlines.
- Contribute to continuous improvement of internal processes, templates, and reporting frameworks.

## **Person Specification**

### **Essential:**

- Degree in Sustainability, Environmental Science, Geography, Energy, or related field.
- Strong written communication skills, particularly in policy drafting and reporting.
- Analytical mindset with a strong interest in carbon accounting and environmental data.
- Good understanding of sustainability principles and net zero concepts.
- Proficiency in Excel and confidence working with datasets.
- Excellent organisation and task-management skills.

### **Desirable:**

- Knowledge of GHG Protocol, ISO standards, Scope 3 methodologies, and UK climate policy.
- Experience producing sustainability or environmental reports.
- Familiarity with regulatory frameworks such as ESOS, SECR, PPN 06/21.
- Exposure to ESG reporting frameworks (CDP, TCFD, EcoVadis, SBTi).
- Interest in consultancy and client-facing project work.

## **Key Performance Outcomes**

- Accuracy and quality of sustainability and carbon analyses.
- Quality and clarity of environmental policies and documentation.
- Timeliness and reliability of data collection and reporting.
- Client satisfaction and positive feedback on work delivered.
- Contribution to decarbonisation and sustainability insights for clients.
- Effective collaboration with the Head of Sustainability and wider team.

## **What We Offer**

- Competitive salary (dependent on experience)
- Hybrid/flexible working
- Opportunity to work across high-impact sustainability and net-zero projects
- Professional development and training in both sustainability and finance
- A collaborative team culture where your work directly supports clients' cost and carbon reduction goals

## **How to apply?**

To apply for this role please e-mail a covering letter and CV to [recruitment@gleg.co.uk](mailto:recruitment@gleg.co.uk). Please include one example of where you created or managed a financial budget alongside energy/carbon work.