



## JOB DESCRIPTION: ESG FACILITATOR

### Hi, We're Nexio Projects.

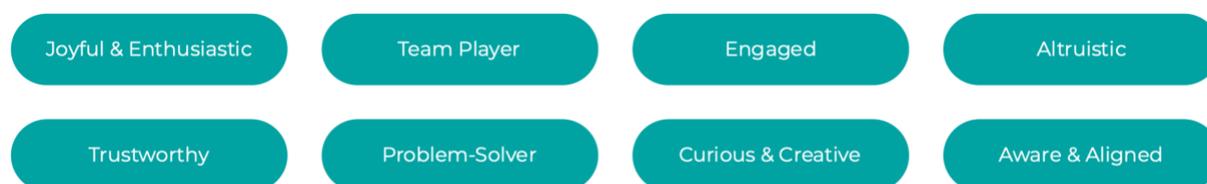
At Nexio Projects, we firmly believe that everyone has the power to shape a more sustainable future. As a trusted advisor and partner to clients in a wide range of sectors, we simplify the challenges associated with sustainability and bring clarity and transparency to fuel bold action. We are facilitators and implementors at heart and strongly believe in the power of incremental change to shape a more sustainable future.

As a dynamic team, we form a motivated group of 20+ co-workers headquartered in Rotterdam and have cultivated a unique team spirit that is both impact-driven and purpose-oriented. We are humble, hardworking and continuous learners.

Our horizontal structure is one of our main strengths, where everyone's voice can be heard, promoting an environment in which maximum potential can be reached. Because of this, we continuously look for enthusiastic intrapreneurs who can do things seriously, without taking themselves too seriously.

### Success Profile

What makes for a successful collaborator at Nexio Projects? Here are some of the traits we are looking for:



### Your typical week

It's Monday morning and you're coming back to the office all refreshed from a great week-end. The week starts with our team meeting, where everyone reflects on the learnings of the past week and shares intentions for the coming one. This creates a space for alignment, awareness and enthusiasm before stepping into the new week and allows everyone to get the latest updates from different departments while hearing about the organization's growth.

During the week, you can expect a combination of client-facing tasks and research missions. You are responsible for coordinating client projects from beginning to end, all the while guiding a team of enthusiastic analysts to support you along the way.

The week closes off on Friday 5pm with our gratitude award. This is the time to reflect on the successes and challenges of the week and most importantly to share what we're grateful for. After this, our team is always keen to stay longer



and enjoy some precious bonding time over beer, wine, and ginger beer – on the house.

Is this an environment you want to work in? Are you a curious person, committed to helping business become a force for good? Do you love the buzzing energy of a team striving towards reaching a common goal? Then read on to learn more about the role.

As an ESG Facilitator in our Rotterdam Office, you will have an active role in diagnosing and evaluating a company's sustainability efforts and implementing sustainable changes within their organization. As a project manager, you will be responsible for your own projects and implement your ESG expertise on various project types.

Through your work, you will have an opportunity to showcase your consulting skills and engage with large corporations and SMEs in completing sustainability certificates and ratings as well as setting up their sustainability management system and reporting processes. As training and growth are a central part of Nexio Projects, we will provide you with the tools and teachings to allow you to grow as a sustainability leader

### **Some of your tasks will include:**

- Support clients with their corporate sustainability rating and reporting efforts and optimizing their sustainability management system;
- Update clients' sustainability policies, procedures and reports;
- Work on sustainability gap analyses of our clients and developing roadmaps to improvement;
- Engage with various assessment methodologies (such as EcoVadis, BCorp, the SDGs...) and reporting standards (UNGC, GRI, CDP...).
- Identify the actions and measures needed for our clients to embed sustainability into their DNA;
- Conduct research on specific sustainability topics and having a creative approach to problem solving;
- Write, analyze, format, and summarize information, graphs, presentations, and reports;
- Manage customer relations and provide excellent customer support;
- Observe team-members and find ways to work effectively and harmoniously within your project scope;
- Have a critical eye towards our current services to promote innovation and a forward-looking mindset.

### **Your profile:**

- You are excited by the idea of working in a nimble, startup environment;
- You are fueled by optimism and enthusiasm;
- You have deep interest in and thorough understanding of sustainable development topics and corporate sustainability;
- Past experience working with ESG Ratings and certifications (including



EcoVadis, BCorp, CDP, MSCI, Sustainalytics) as well as ESG Reporting standards (including UNGC, GRI, IIRC) is a key advantage;

- You have project management experience and know how to lead project teams;
- You have strong communication skills: write clear emails and reports, make complex ideas accessible, and edit others' writing to ensure clarity;
- You are motivated to put your analytical skills to work towards the Nexio Projects mission of building a more sustainable future;
- You are a well-organized person who can prioritize tasks and have strong time management skills;
- You are a team player who works quickly, independently;
- You are a doer, who is impact driven and a strong multitasker;
- BA, BSc, HBO or WO – with a linkage to business/management studies and sustainability;
- You are fluent in English – Dutch, French or any additional European language is a key advantage;
- You are proficient in Microsoft Office (Excel, Word and Powerpoint) and other software tools;
- You have a least 2-3 years of work experience in a firm where sustainability was one of the topics you covered;
- Your scope of interest in sustainability goes beyond work, and is also part of your lifestyle.

### Your perks:

- A dynamic, international, creative and professional working environment;
- An environment where entrepreneurialism and creativity are key;
- Constant learning opportunities that enable you to grow and apply your knowledge on a variety of projects, with a training allowance per year (time and costs covered in part);
- A flexible work environment where you are free to work from home for 50% of the time – if desired;
- Transportation allowance if necessary, although we highly encourage you to bike to work;
- Contribution towards wellbeing services (mental or physical health memberships/services).
- A free Swapfiets subscription;
- An opportunity to deepen your knowledge and specialize in key sustainability topics that interest you most;
- Fresh fruit and flower delivery every week;
- A fun, friendly, start-up environment, with:
  - A gratitude award shared by colleagues sharing appreciation for each other's work;
  - A weekly Friday evening drink to wrap up the week, and get to know each other on a more personal level;
  - Quarterly team events;
  - Volunteering opportunities

### Your Benefits



Swap Fiets  
Subscription



Wellbeing  
Contribution



Training  
Contribution



Holiday  
Trading



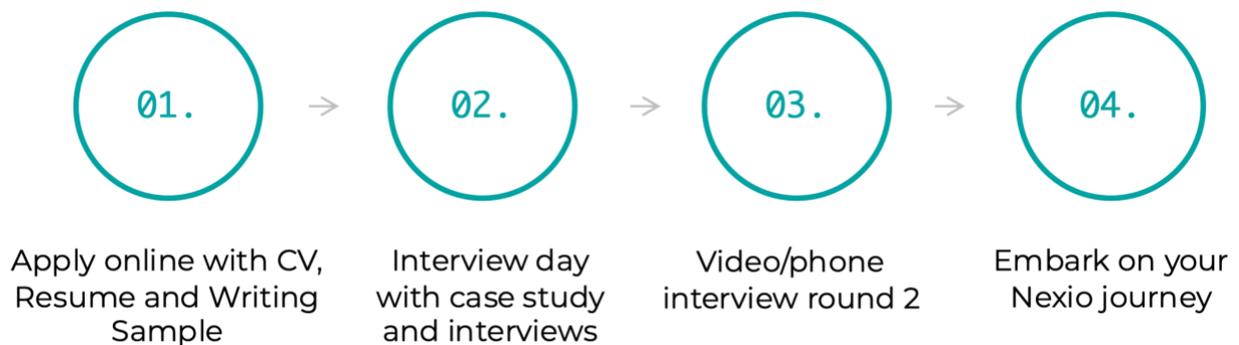
Weekly Fruit  
Baskets



### Some logistics:

- Location: Rotterdam
- Job type: Full-time
- Optimal start date: Before the end of 2021
- Application deadline: Please, apply as soon as possible.
- Other: Presence required in the Rotterdam office (50/50 work from office, work from home policy). We take every precaution necessary to minimize risk of COVID-19 infection among employees and adhere to all RIVM guidelines.

### Application Process:



### Application Checklist:

- Fill in the [Online Application form](#) and make sure to attach the following:
  - CV
  - Cover Letter telling us about yourself, why you'd like to be part of our team and your goals at Nexio. Beyond your professional and academic background, we are interested in all the dimensions of your personal development journey, so feel free to share more about your ikigai.
  - Writing Sample of maximum 500 words. This could be an excerpt from a report you wrote, a research piece, blog/medium article, policy memo or other writing sample that reflects clarity, conciseness and mastery of a sustainability-related topic.

We are an equal opportunity employer and embrace the importance of diversity, equity and inclusion within the recruitment process. We strongly encourage applicants from all backgrounds and experience. The more inclusive we are, the better we can deliver our mission to shape a more sustainable world.

*Please consider the environment before printing this application.*

Learn more on our [website](#).