

ESG Training Manager

Job description & candidate profile

About GMS:

GMS aims to become leader in media, training & events covering sustainability & social responsibility issues within the CEE region. Our mission is to support business that place ESG (Environmental, Social, Corporate Governance) at the heart of their strategy. We help them increase their reach, expand their knowledge, audience & customer base. This goal is achieved through delivering products and services to the highest standard in media & publishing, corporate events, training, conferences and the ESG certification process. Our core brands include Green Europe Today, ESNB (European Sustainable Business Network) and programs such as "The GET Sustainable Show" and "Piątki dla Klimatu".

About the role:

Working from our Warsaw office and reporting to the Managing Director, this person will be responsible for creating, scheduling and bringing to life company training programme in line with business strategy. Core responsibilities include:

- working with internal and external partners to research, develop, conduct, and coordinate the companies ESG training programme schedule
- working with the Business Development Department to secure sponsorship & partnership opportunities
- managing & reporting on training registration progress in line with schedule with recommendations on improvements
- maintaining contact with partners & clients ensuring delivery of high-quality customer experience
- controlling client & partner databases with up-to-date information on contact and delivery of results
- identifying client training needs and developing bespoke solutions
- working with the team to develop and deliver training marketing & PR plans
- managing deadlines as well as strict ESG training programme schedules
- keeping up to date with latest trends and changes in ESG and sustainable business practices and legal frameworks

About the candidate:

We are looking for a driven and ambitious person who is passionate about social issues including: climate change, protecting the environment, animal welfare, health & wellness, and values such as equality and diversity in the workplace. In addition, the candidate shall have met the following criteria:

- minimum 3 years' experience of working in a similar role within a corporate environment
- understanding of ESG regulatory environment and skills required for ESG role
- ability to create own presentation material, schedules and lesson plans using Microsoft 365 app to a high standard
- knowledge of numerous training mediums, such as online learning, classroom learning, and lectures
- has confidence, strong presentation and communication skills
- is professional, can easily build new relationships and has a friendly persona
- is well organized, reliable and can work under pressure to strict deadlines
- has knowledge of general business software (MS Office) and aptitude to learn new applications
- preferred editorial experience in writing business related articles
- has a good eye for detail and can deliver high quality material
- is available to travel occasionally and work flexible business hours
- highly proficient in English language

Employee benefits include:

- Monthly salary that reflects candidate experience, knowledge & skills.
- Pleasant, healthy & flexible working conditions in modern office environment.



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- Company laptop & phone.
- Quarterly & annual bonus.
- Annual appraisal including pay review and career progression opportunities.

Recruitment open until 30th November 2022.

Please send CV & cover letter to: careers@greeneuropetoday.com