

Social Value and ESG Specialist

Candidate Pack

July 2026

About Constellia

Established in 2007, Constellia is a leading procurement solutions provider, managing over £400 million of spend across more than 240 public and private sector organisations.

Through its managed marketplace of more than 4,500 pre-approved suppliers, including micro-SMEs, SMEs and large organisations, Constellia's neutral vendor model creates fair and equal access for suppliers of all sizes. It enables clients to procure goods, works, services and technology across more than 400

subcategories of spend, all through one simple and compliant route to market.

Constellia connects buyers with the right suppliers, enabling them to work together with transparency and efficiency while driving value for money, innovation and measurable social impact. As an employee-owned organisation, we put people at the heart of how procurement solutions are delivered across the Constellia community.



Job Description

Job Summary

As a Social Value and ESG Specialist at Constellia, you will play a pivotal role in shaping and driving our commitment to meaningful social impact. Building on the foundations already in place, you will develop and deliver clear, ambitious ESG and Social Value methods that reflects our mission, empowers our suppliers, and supports our clients in achieving tangible outcomes. This role combines stakeholder engagement and hands-on programme development—enabling you to influence procurement practices, champion innovation, and embed social value across our organisation, clients and supplier network. If you are passionate about creating positive change and want to help define how social value is delivered across diverse sectors, this is your opportunity to make a lasting difference.



Job Description

Job Title	Social Value and ESG Specialist
Department	Procurement Excellence – Social Value
Reports To	Head of Project Management and Procurement Excellence
Salary	£40,000 – £45,000
Location	Hybrid – 3 days office 2 days home. Offices in North East and Nottingham, with regular travel to meet clients and suppliers.

Key Responsibilities

Strategy Implementation & Enhancement

- Own, develop and Implement comprehensive ESG and Social Value strategies for Constellia and its clients, ensuring alignment with mission, values, and business objectives.
- Support public sector clients during pre-procurement to shape proportionate, achievable Social Value strategies and desired outcomes.
- Identify priority areas for meaningful social impact and integrate these into organisational and client strategic planning.
- Implement the Innovative Technologies Council to promote best practice and collaboration across Framework Authorities.
- Implement the Constellia Social Value framework, including embedding the 10% Social Value weighting in public-sector tenders.
- Monitor, refine, and improve selection and award criteria in line with the Most Advantageous Tender approach under Section 19 of the Social Value Act.
- Implement the Social Value planning tool and support Providers in coordinating volunteering commitments aligned to contract requirements.

Job Description

Stakeholder Engagement – Internal and External Enhancement

- Influence senior leaders and stakeholders to embed Social Value and ESG principles across business operations, procurement activity and client delivery.
- Facilitate early-stage discussions to understand client priorities, statutory requirements, and organisational Social Value goals.
- Translate public-sector policy (e.g., Social Value Act, procurement regulations) into proportionate, practical guidance for each procurement.
- Support clients in defining outcomes, KPIs, and realistic delivery expectations.
- Advise suppliers (SMEs, large corporates, VCSEs) on how to develop credible, compliant, and contract-specific Social Value commitments.
- Ensure suppliers understand private and public-sector expectations, scoring methodologies, and evidence requirements.
- Provide coaching and support to raise supplier capability, ensuring fair opportunities and increasing SME participation within the Constellia Marketplace.
- Manage alignment between client priorities, supplier capacity, and Constellia's procurement standards.
- Resolve conflicting expectations by interpreting legislation, clarifying risk, and recommending balanced solutions.
- Communicate clearly to ensure all parties understand the definition of "proportionate" and "achievable" Social Value delivery.
- Run forums, workshops, or councils (e.g., Innovative Technologies Council) to share best practice and emerging approaches to Social Value.
- Create platforms for collaboration between contracting authorities, suppliers, and internal teams.
- Maintain consistent communication channels between clients, internal teams, and suppliers to ensure clarity on Social Value expectations, deadlines, and scoring.
- Provide regular updates on progress, risks, and opportunities during the tender process.
- Present Social Value elements clearly in tender documents, evaluation reports, and stakeholder briefings.
- Work with procurement colleagues to integrate Social Value methodology into category strategies, tender documentation, evaluation criteria, and contract management processes.
- Ensure social value elements are accurately evaluated during tender assessments.
- Support clients and suppliers with post-award monitoring, milestone reviews, and Social Value performance meetings.
- Help resolve supplier under-delivery and identify ways to maximise impact during delivery and contract management.
- Up-skill internal stakeholders through training and guidance to ensure a consistent approach.

Job Description

- Maintain relationships with suppliers and clients to track delivery, troubleshoot issues, and ensure Social Value commitments are achieved.
- Gather evidence, monitor performance, and present outcomes to stakeholders.
- Highlight success stories and promote best practice to enhance future procurement cycles.

Risk, Impact Measurement & Reporting

- Identify, assess, and communicate ESG and Social Value risks and opportunities that may affect organisational reputation, operational performance, or financial outcomes.
- Act as the organisational lead for Social Value and ESG frameworks, methodologies and reporting.
- Develop and maintain frameworks and methodologies for risk mitigation, impact measurement, benchmarking, and target setting across Constellia and client programmes.
- Collect, analyse, and report both qualitative and quantitative Social Value data for internal stakeholders, clients, and external partners.
- Produce regular performance reports that clearly highlight progress, achievements, challenges, and recommendations for continuous improvement.
- Work with marketing and comms to share success stories, case studies, insights, and best practise examples across Constellia, suppliers and clients.
-

Compliance & Regulation

- Stay informed on evolving ESG, sustainability, and Social Value legislation, standards, and best practices, ensuring all activity reflects current regulatory expectations.
- Keep internal and external stakeholders updated on changes to procurement regulations, including Most Advantageous Tender requirements and relevant government frameworks.
- Ensure Constellia and its suppliers remain compliant with all public-sector procurement rules, Social Value obligations, and wider regulatory expectations.
- Oversee adherence to legal and industry standards relating to social impact and value generation, ensuring that all contracted activities meet required compliance thresholds.

Job Description

Training, Coaching & Awareness

- Deliver training sessions and workshops to strengthen ESG and Social Value understanding across Constellia and throughout the supplier marketplace.
- Provide ongoing coaching and guidance to internal teams to embed Social Value principles into day-to-day activities, procurement processes, and decision-making.
- Coordinate, track, and report on internal volunteering capacity to support Constellia's Social Value objectives and contract-specific commitments.
- Support the integration of Social Value strategies across all functions by embedding relevant policies, procedures, tools, and performance metrics.

Qualifications

Essential

- Degree or equivalent in a relevant field (e.g., Business, Social Sciences, Sustainability, Public Administration).
- Formal Social Value Training or Certification, such as:
 - Social Value UK / Social Value International Practitioner or Advanced Practitioner training.
 - Social Value Portal's training or TOMs methodology accreditation.
 - Social Value training programmes used in public-sector bidding environments
- Sustainability or ESG-related qualifications:
 - IEMA Foundation Certificate in Environmental Management
 - Carbon Literacy certification

Desirable

- Professional procurement qualification such as MCIPS.
- CIPS Social Value modules (or working towards completion).
- Project or programme management accreditations (e.g., PRINCE2 or Agile PM), reflecting the delivery and reporting aspects of Social Value.
- Training in Social Value measurement tools or digital platforms (e.g., Thrive, Loop, Social Value Portal, WhatImpact), supporting better data quality and reporting.

Job Description

Skills and Experience

- Strong understanding of Public Contracts Regulations, the New Procurement Act, and associated public-sector procurement frameworks.
- Proven experience working within a Contracting Authority environment and/or directly with Public Sector Clients.
- Demonstrable experience in strategic sourcing or procurement, with the ability to support end-to-end procurement activity.
- Experience conducting spend analysis, interpreting data, and contributing to the development of sourcing or category strategies.
- Strong understanding of contract terms, commercials, and supplier obligations.
- Experience integrating sustainability and social value into procurement processes, strategies, or contract delivery.
- Proven experience developing and delivering sourcing strategies aligned to organisational objectives.
- Strong grasp of sourcing methodologies, evaluation approaches, and negotiation techniques.
- Excellent stakeholder management and influencing skills, with the ability to engage confidently at all levels.
- Collaborative approach with the ability to work effectively with cross-functional teams, suppliers, and external partners.
- Resilient, adaptable, and solution-focused, with the ability to navigate change and deliver innovative approaches.
- Ability to create, maintain, and strengthen positive working relationships with internal colleagues, suppliers, and clients.
- Passionate about delivering excellence and driving continuous improvement.
- Excellent written and verbal communication skills, with experience preparing clear reports, guidance, and stakeholder updates.
- Strong Microsoft Office skills, including Excel, PowerPoint, and Word, with the ability to analyse data and present information effectively.
- Effective interpersonal skills with the ability to build trust, engage diverse stakeholders, and support capability building across teams and suppliers.

Professional Behaviours

To be successful in this role, you will demonstrate:

- Ownership and commercial accountability, taking responsibility for decisions, outcomes, and the wider impact on clients and the business
- Client-focused professionalism, building trusted relationships and delivering high-quality, value-driven procurement outcomes

Job Description

- Strong judgement and integrity, operating ethically, compliantly, and transparently at all times
- Collaboration and influence, working effectively with internal teams, clients, and suppliers to achieve shared objectives
- Delivery focus, managing multiple priorities and seeing procurement activities through to successful completion
- Continuous improvement mindset, proactively identifying opportunities to enhance services, processes, and ways of working

These behaviours will be assessed throughout the application and selection process, alongside technical and experience requirements.

Delivery – Achieving Results

- Analytical Thinking.
- Content Expert.
- Delivery Assurance.
- Flexible Thinking.
- Managing Resources.
- Teamwork and Leadership.

Interpersonal – Building Relationships

- Client Focus.
- Emotional Intelligence.
- Influencing.
- Negotiating.
- Relationship Development.

Strategic – Planning for the Future

- Growth Mindset.
- Organisational Alignment.
- Stakeholder Management.
- Strategic Thinking.

Additional Requirements

- Baseline Personnel Security Standard (BPSS) Check.
- Security Check (SC) Clearance (specific roles only).

Job Description

Employee Ownership & Our Culture

Constellia is a newly established Employee-Owned Trust (EOT), and employee ownership sits at the heart of our culture and long-term ambitions. Our people think and act like owners, taking pride in the contribution they make to the success, reputation, and sustainability of the business.

We value individuals who:

- Take an ownership mindset, understanding how their decisions and actions impact the wider business and fellow employee-owners
- Act in the best interests of the company, balancing client delivery with long-term commercial sustainability
- Work collaboratively and inclusively, recognising that success is shared
- Demonstrate integrity and professionalism, operating in an ethical, compliant, and transparent way
- Are proactive and forward-thinking, seeking opportunities to improve services and ways of working
- Show accountability and stewardship, treating company resources and relationships with care
- Commit to continuous learning and improvement, contributing ideas and developing their own capability

As an employee-owner, you will play a meaningful role in shaping our culture and supporting sustainable growth, with your contribution directly benefiting the collective success of the business and its employee-owners.

As part of the application and selection process, candidates will be expected to evidence how they meet our employee-ownership values and behaviours. This will include providing examples of where they have demonstrated ownership, ethical decision-making, collaboration, and a commitment to long-term value, alongside the technical requirements of the role.

More Information & Benefits

About Constellia

Established in 2007, we are one of Britain's fastest-growing private companies (Sunday Times 100, 2024 & 2025) and a leading Neutral Vendor Managed Service Provider in the UK.

We manage over £400 million of spend across 200+ public and private sector organisations and are the UK's only Neutral Vendor enabling public sector and utility clients to procure Goods, Works, Services and Technology through a single, compliant route.

Our marketplace includes 3,000+ pre-approved suppliers across 400+ subcategories, giving clients unrivalled choice, speed, and flexibility — while driving efficiencies, social value, and savings.

Benefits Package

- **BUPA Healthcare plan**, available from day one.
- **NEST pension scheme**, available from day one.
- **Buy Annual Leave Scheme** (post 6 months probationary period)
- **Enhanced maternity & paternity** leave arrangements.
- **Paid volunteer time**
- **Employee Referral Bonus Scheme**
- **3 days a week hybrid mode** (office based employees)
- **Company events**





CASTLEFIELD RECRUITMENT



CONSTELLIA

Get in Touch

Luis Covell

Divisional Director

07584 353 015

luis.covell@castlefieldrecruitment.com

Castlefield Recruitment

14 King Street

Leeds

LS1 2HL

www.castlefieldrecruitment.com