



**25/26 Merchant Hall,
Merchants Quay,
Dublin, D08 NT3K
Tel: +353 1 648 6100**

**Shandwick House,
67 Shandwick Place,
Edinburgh, EH2 4SD,
Tel: +44 131 656 5900**

Website: <https://www.abbeygroupdmc.com/>

THE COMPANY

The Abbey Group is a long established and fast-growing Destination Management Company dedicated to selling the destinations of the UK and Ireland to the International travel trade in over sixty countries. The Group has offices in Dublin and Edinburgh with a remote team presence across Ireland, the UK and several European countries.

Today, the group sells under a number of distinct brands;

- Abbey The Destination Experts (Group and FIT travel experiences),
- Abbey Conferences (Conference management across Europe and beyond)
- Abbey Events (Events & Corporate meetings)
- Moloney & Kelly (Incentive & Luxury travel).

WHY WORK FOR US

- The Abbey Group is proud to hold a certification for being a Great Place To Work UK & a Great Place to Work Ireland
- Abbey Group is certified Gold for sustainability across all its brands
- Progressive Company
- Deloitte Best Managed company for 16 consecutive years
- Hybrid/blended working option available
- Up to 60 days per year remote working abroad
- A paid day off on your birthday & an additional paid day off over the Christmas period
- Discretionary Company Bonus Scheme
- Company contribution to occupational pension scheme
- Discretionary flexible benefit contribution towards pension or health care plan
- Learning and development opportunities – individual training budget per year
- Employee Assistance Programme – health & wellbeing support
- Active Social Committee and Green Team including free events throughout the year
- Multinational workforce with over 30 nationalities

JOB TITLE:

Sustainability Co-ordinator, Dublin or Edinburgh, Hybrid

The Abbey Group has made great progress in sustainability and achieved gold certification in 2025. We are now hiring for a brand-new position dedicated to ensuring we continue on our path to ensuring that sustainability is embedded in everything we do.

THE ROLE:

The Sustainability co-ordinator will work with & support ESG members and other business stakeholders to deliver all aspects of the Abbey ESG plan across key business impact areas. They will work closely with the CEO and three sustainability leads in our trading companies to develop, implement, and report on sustainability initiatives to reduce environmental impact, ensure ethical social practices, and maintain regulatory compliance.

CORE DUTIES INCLUDE:

- **ESG Strategy & Implementation:** Participate in our ESG committee and drive sustainability initiatives aimed at embedding ESG principles across all areas of the business.
- **Certification Management:** Lead or support future certifications, including impact assessments, evidence gathering, and liaising with external assessors.
- **Green Teams:** Collaborate with teams to reduce environmental impact (e.g., sustainable travel policies, office energy reduction) and drive employee engagement).
- **Supplier Engagement:** Engage with the full supply chain to ensure compliance with sustainability standards and arrange workshops to further promote Abbey's standards.
- **Stakeholder Engagement:** Educate, engage and train internal teams on compliance and ESG best practices.
- **Climate Compensation:** Help design and implement a climate compensation portfolio for both Abbey and its clients
- **Reporting & Data Management:** Collect, validate, and analyse ESG data to produce annual sustainability reports, carbon footprint reports, and if required compliance disclosures.

Depending on role - Some international travel may be required and will be in compliance with the company's Business Travel Policy.

REQUIREMENTS:

- **Minimum 1 year of experience** in sustainability-related roles, preferably with experience in ESG data management and carbon reporting.
- **Industry Knowledge:** Strong understanding of travel industry as well as of ESG reporting frameworks and industry standards (e.g., B Corp, GSTC).
- **Communication:** Strong communication, and stakeholder management skills and ability to represent the company in ESG forums and industry groups.

Abbey Group is an equal opportunities employer.

REPORTING TO: Darren Byrne, CEO
SALARY: Negotiable depending on experience
AVAILABILITY: ASAP
LOCATION: Dublin or Edinburgh
APPLICATIONS: Darren Byrne, darren@abbey.ie
Deadline: 15th May 2026