



Change Agents UK

CAUK Reference: 2485

Sustainability Education & Engagement Officer Job Description

Job Title:	Sustainability Education & Engagement Officer
Location:	Remote-based with regular UK travel
Employer:	Change Agents UK
Number of Positions:	1
Salary:	£26k-£28k per annum FTE
Start Date:	ASAP
Contract:	12 months*, full-time or part-time will be considered.

*Potential for extension or permanent contract, subject to funding and performance.

Job Snapshot:

Do you have a strong understanding of sustainability, proven communication and presentation skills and a desire to educate, engage and inspire others? Read on!

The Opportunity:

We're looking for a **Sustainability Education & Engagement Officer** to work within our fantastic education team, supporting and delivering our many and varied programmes, including the Sustainability Leadership Skills Programme, Green Careers workshops, Carbon Literacy and Green Skills Bootcamps.

If you're a highly articulate, enthusiastic and organised team player with a sound background in sustainability and strong communication and presentation skills, we want to hear from you!

We are based in a quirky office in Oakham, Rutland – a beautiful town with lots to offer. As an education charity, we are firmly committed to personal and professional development and the role will provide learning and professional development opportunities. We offer flexibility within this remote role, 25 days' holiday plus 8 bank holidays and the opportunity to be part of something exciting, rewarding and forward-looking.

About the Role:

This is a people-focused sustainability role that will enable you to support real, practical, and positive progress on sustainability and climate change through education and engagement. We're an established and growing charity and a friendly team with big ideas. This role is remote with national in-person delivery throughout the year. .

We are looking for a new team member to deliver the following:

- Working within our Education team, deliver our Sustainability Leadership Skills Programme, Green Careers, Carbon Literacy, Sustainable Futures and other impactful programmes.
- Develop and deliver relatable and engaging outreach programmes, targeting support at those in less privileged circumstances, ensuring fairness and equality of access to learning for a green and secure future.

- Work with partners in academic institutions and other organisations to develop partnerships and co-delivered programmes.
- Attend events, conferences and panel discussions as a representative of Change Agents UK.
- Research new developments in ESD, green skills, sustainability trends as well as gaps in learning and skills for the future to inform education content and optimise learning outcomes.
- Support funding applications to help deliver accessible training opportunities.
- Conduct monitoring & evaluation (M&E) and impact assessments for our education programmes.

Day in the Life:

9am Enjoy a coffee or tea whilst catching up on emails and your sustainability news feed.

9.15am Review the topics being covered in today's workshops. Ensure the technology is working and send out a reminder to attendees with final details.

9.30am Answer email enquiries from a university and a school requesting details of our sustainability education programmes for their students and staff. Schedule meetings to discuss their requirements and timescales.

10:00am Working with an Education colleague, deliver our interactive virtual Green Careers & the Future of Work training to a college Careers' Team via Zoom.

12.30pm Lunch! Take a break from your screen, grab a bite to eat and relax.

1.30pm Review and submit the Evidence Forms of this week's Carbon Literacy participants and update our internal administration system with attendance and feedback.

2.30pm Education Team meeting to review upcoming projects, prepare our workshops and divide tasks.

3.30pm 1:1 with line manager – regular session for mutual feedback to review progress, share ideas and discuss personal development plan.

4:00pm Catch up on admin: plan and book travel arrangements for next week's training delivery at a university in London, then update our project pipeline with upcoming deliveries.

4.30pm Attend an online training to support the development of a new project idea.

5.00pm Time to finish work after an amazing day!

This is just an example, and your working pattern may be different.

Person Specification

Essential:

- Passionate about using education to combat climate change and supporting people of all ages in working towards a sustainable, equitable and net-zero future, with the ability to communicate and present confidently and creatively.

- Educated to degree-level (or with equivalent experience) in sustainability, environmental science, or a related subject/discipline, preferably an accredited Carbon Literacy Facilitator or Trainer
- Experienced in training, education or workshop facilitation and education content development, able to respond and adapt to audience needs and/or challenges during education delivery
- An excellent relationship manager, able to build and maintain strong and successful links with our partners for current and future projects.
- A highly collaborative, self-motivated team player with the ability to understand and adapt flexibly to the needs and priorities of a small team.
- Able to conduct research projects and confident in undertaking monitoring and evaluation and report-writing.
- Committed to professional development to maintain a solid understanding of sustainability trends and effective practice in education and training.
- Strongly committed to equality, diversity and inclusion.
- Competent administrator, including using technology including the Microsoft Office suite (especially Word, PowerPoint and Excel) and video conferencing programs (e.g. Zoom, Teams, Google Meet).

Desirable:

- Qualified in teaching or professional facilitation, with industry experience delivering sustainability and/or net zero projects within an organisation.
- Experience in designing engaging and attractive learning materials that cater for a variety of audiences and needs.
- Facilitator of other workshops such as Climate Fresk and Biodiversity Collage.
- Confident supporting learners with feelings of climate anxiety within a professional context.

Circumstances

- Willing to undergo an Enhanced DBS check and safeguarding training (as we work with schools and colleges).

How to apply

If you wish to apply for this role, please submit a **CV and short Covering Letter** explaining your motivation for applying and briefly addressing the essential criteria for the role (up to 500 words) via the Change Agents UK [Careers Page](#). We also ask you to complete an optional [Equality, Diversity & Inclusion Monitoring form](#); this does not form any part of the selection process but is used to help us monitor the effectiveness of our policy.

Application Deadline: **Midnight on the 12th January 2025**
Interview Date: **Monday 27th and Wednesday 29th January 2025,**
Anticipated Start Date: **Early to Mid-February 2025**

You are welcome to get in touch with us with any questions before applying – please email us at applications@changeagents.org.uk or call us on 01572 723419.

Job offers will be subject to suitable right-to-work and reference checks and the successful applicant will be required to undergo a DBS check.

Change Agents UK is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people from all parts of the community, particularly where there is under-representation. If you need additional support to enable you to complete the application process, please contact us.

About the Company:

Change Agents UK is an established education charity and non-profit focused on sustainability, skills for the future and employability. Our Charity works with many small businesses, universities, colleges, schools, third sector and other organisations across the UK, delivering climate education and sustainability skills workshops to a wide variety of groups. Partnership is at the heart of our work and we measure our success by the strength, depth and impact of our relationships. Our successful employment business subsidiary provides recruitment and employment services focused on green careers and entry-level and mid-level roles in sustainability across all sectors. We are Corporate Recruitment & Employment Confederation (REC) members, and all trading profits are gift-aided to support our Charity's work in education.

We value:

- Communication, enthusiasm & teamwork
- Commitment to sustainability
- Integrity and respect
- Building partnerships for the future

Details:

CAUK reference:

Hours/Week: Full-time, 35 hours per week Monday – Friday 9-5 (part-time and job share will be considered)

Reports to: Sustainability Education Lead

Travel & Work outside normal hours: We travel regularly within the UK to deliver learning workshops, attend conferences or work with our partners. As a sustainability charity, we use low carbon travel wherever possible and encourage the use of remote technologies for training delivery when appropriate. Training does fall outside of normal hours on occasion.

Annual leave: 25 days plus 8 bank hols FTE (pro-rated for part-time)

Probation period: 3 months

Notice period (after probation): 2 months

