

JOB DESCRIPTION	
Job title:	Membership training and development officer
Role purpose:	Oversee EAUC’s professional development and training offers, supporting our members to enhance their sustainability practice and achieve their ambitious sustainability goals.
Salary grade:	Grade 5 (£28,081- £30,505) plus 12.5% employer pension contribution
Location:	Home-based within the UK with limited UK/Republic of Ireland travel including some overnight stays
Contract:	Permanent 37 hours a week - 0.8 FTE, 0.9 FTE and flexible working patterns can be considered
Line manager:	Deputy CEO
Direct reports:	None
Benefits:	12.5% employer pension contribution Employee assistance programme Homeworkers’ allowance 24 days’ annual holiday (with possible extension scheme), plus bank holidays and Christmas closure Cycle to Work scheme Where needed, home-office equipment
Date last updated:	January 2025

Role summary

As a core part of our strategy, this role focuses on developing a robust framework of professional development to enhance member capability and skills. The postholder will coordinate our annual conference, oversee and further develop our CPD offerings and ensure our support reaches across the diverse roles in our membership – including sustainability professionals, educators, leaders, and professional support staff – helping them drive positive sustainability impacts in their institutions and beyond.

It's an exciting time for the EAUC – we're celebrating our 20th anniversary, have recently launched a new strategy and initiated new high-profile projects. We're also investing in our systems, for example, rationalising and modernising our digital estate.

You will be flexible, self-led and able to work remotely and happy to work with colleagues to support wider organisation activities and targets. Our work is rarely linear so you'll also be comfortable in rapidly evolving and dynamic environments.

Main duties and responsibilities

1. Oversee the delivery and ongoing development of EAUC's training and CPD offers, including Carbon Literacy Training, leadership training and bespoke training sessions.
2. Coordinate the EAUC annual conference – working with EAUC colleagues and external support to deliver a high quality, relevant, accessible event, within budget.
3. Develop a robust professional development framework to guide training and resource priorities, communicating clear learning pathways to members and ensuring alignment with sector needs.
4. Coordinate our webinars and other events, including scheduling, identifying and supporting speakers, session design and administration.
5. Collaborate with facilitators to ensure high-quality delivery of training programmes that meet the needs of our members.
6. Work with colleagues to horizon scan and collect sector intelligence, ensuring EAUC's membership development offers are informed by member needs, robust data and emerging trends.
7. Collaborate with colleagues to create, curate and manage resources for members, ensuring they are accessible, relevant and impactful.
8. Inform and support the budgeting and income generation elements of our professional development including prospecting and working with sponsors and exhibitors.
9. Develop and implement quality assurance processes, including monitoring and evaluation, to enhance the impact of EAUC's training and professional development offers.

As with all EAUC staff, the role holder is expected to:

- centre equity, diversity and inclusion in your work to foster culture change
- role model our desired organisational brand, values and behaviours
- ensure that EAUC is a beacon of effective organisational and sustainability practice for our membership and wider network
- undertake any other duties and responsibilities, commensurate with the grade of the post as directed by the line manager, to collaboratively support the organisation and colleagues to achieve shared goals
- actively engage in individual and team professional development activities
- carry out the responsibilities of this role in a resource efficient manner
- adhere to EAUC policies and practices, and actively support and promote the EAUC vision, mission and strategy.

This job description is a guide to the work the post holder will initially be required to undertake. It is expected that the job description will be reviewed regularly by the post holder and their manager and therefore may be changed from time to time to meet changing circumstances.

Personal specification

Essential elements should be demonstrated before appointment and maintained in post. Desirable elements can be developed and maintained once in post as needed.

Attribute	Essential	Desirable
Qualifications and knowledge	<ol style="list-style-type: none"> 1. Knowledge of effective professional development principles and practice, building the capacity and capabilities of individuals and the organisations they work for. 	<ol style="list-style-type: none"> 1. Understanding of sustainability principles and their application within the post-16 education sector. 2. Knowledge of trends and developments in sustainability education and training. 3. Understanding of membership organisations
Skills and experience	<ol style="list-style-type: none"> 1. Demonstrable experience in designing, overseeing and/or managing professional development, training, and/or organisational development initiatives including events. 2. Proven ability to create or implement frameworks for prioritising training and resource development. 3. Experience working with colleagues, facilitators or external partners to deliver high-quality training. 4. Strong track record of collaboration across teams and with external stakeholders. 5. Excellent organisational skills, with the ability to manage multiple projects and priorities effectively. 6. Strong interpersonal and communication skills, including the ability to write clearly, communicate effectively, and deliver engaging, professional presentations. 7. Proven ability to manage budgets effectively, ensuring activities are delivered within allocated resources. 	<ol style="list-style-type: none"> 1. Experience in event management. 2. Experience in delivering or facilitating training sessions. 3. Familiarity with designing or curating learning resources. 4. Experience of working in the post-16 education sector.

	<ul style="list-style-type: none"> 8. Strong analytical skills for interpreting member feedback, sector intelligence, and trends to inform programme development. 9. High level of computer literacy, including experience with databases or CRM systems. 10. Ability to design resources or materials for training purposes. 	
Attributes	<ul style="list-style-type: none"> 1. Self-motivated, proactive, and able to work independently or as part of a team. 2. A creative and problem-solving mindset with attention to detail. 3. Commitment to equity, diversity, and inclusion in all aspects of work. 	<ul style="list-style-type: none"> 1. Ability to influence and engage diverse stakeholders effectively. 2. A passion for sustainability and capacity building within education.
Circumstances	Willing and able to travel occasionally within the UK and Ireland.	

Our approach to equity, diversity and inclusion (EDI)

We are committed to a programme of activity focused on both enhancing our own performance as an organisation and identifying opportunities to support the tertiary education’s own EDI work. You can find out more about our EDI work and progress on [our website](#).

Part of this work is encouraging and enabling greater diversity across our staff, trustees, volunteers and partners. We welcome applications from individuals from a diverse range of backgrounds, age, disability, ethnicity, gender, race, religion and sexual orientation.

We are a [Disability Confidence Committed](#) organisation and committed to fair work and pay.

We recognise that candidates from Black, Asian and Minoritised-Ethnic backgrounds and disabled people are under-represented in our organisation, and that there are often additional barriers present for people from these groups when applying for roles in the charity sector and beyond.

We are committed to taking positive action to expand the diversity of our staff team, and if you meet the minimum criteria for a role (100% of the essential experience criteria in the person specification) and are from a BAME background and/or disabled, you'll be guaranteed an interview. It is important to note that this scheme guarantees an interview for candidates who meet the minimum criteria and tell us that they'd like to be considered under the scheme – it is an opt-in rather than automatic scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

We want to provide an inclusive experience for all those who want to apply for a role with us and to remove any barriers in our recruitment processes. For example, if you have difficulty applying online, we can send a paper application pack or support in other ways such as telephone or video call. For video calls, we can make use of closed-captioned subtitling. Please contact us to discuss your needs.

We operate an anonymised recruitment process. All identifying details including those relating to protected characteristics are removed by a different member of staff to those that are part of the shortlisting process until you're invited to interview at which stage your name will also be shared. If you have opted-in to our positive action scheme, your CV and covering letter will be shared with the interview panel without it being anonymised first. We use equal opportunity forms in our recruitment process to monitor our success in being accessible to all.

About us

EAUC is the leading body for sustainability in the post-16 education sector in the UK and Republic of Ireland. We've been promoting sustainability in post-16 education for over 20 years. Primarily a membership body, we serve 300 organisations whilst also working to change systems that enable sustainability action.

We're both a charity and a company limited by guarantee and are always not-for-profit.

[You can find more information about us, including our strategy, current team and portfolio of work on our website.](#)

Our vision

A post-16 education system that creates a world with sustainability at its heart.

Our purpose

We exist to lead and empower the post-16 education sector to embed sustainability in everything it does. We promote holistic whole organisation approaches where leadership and governance, estates and operations, teaching and learning and collaborations are all actively driving sustainability so that we're equipping learners for their lives, being responsible organisations and shaping society for the better.

We do this by:

- Supporting our members to create meaningful sustainability change
- Convening our network to generate solutions to shared challenges
- Creating systems change to establish a more enabling environment for sustainability action.

Our goals for 2030

We know our organisation is built on solid foundations, but we need to increase the scale and pace at which we work. We want to be more ambitious and more impactful,

unleashing our potential as a catalyst of transformational change across our sector. By 2030:

1. Our members will be achieving their ambitious sustainability goals
2. All publicly funded post-16 education organisations in the UK and the ROI will be engaged through our work
3. We will provide unparalleled expertise on sustainability in post-16 education
4. The systems and frameworks which shape post-16 education will promote and embed sustainability action

Our values

We are first and foremost values led. Our values set out what you can expect from us, and what we expect from those we work with.

- Collaborative - We foster communities, connect people and work smartly with other organisations.
- Integrity - We are an 'honest broker' of expertise and share not just our successes but lessons learned.
- Ambitious - We focus on impact, stimulating innovation and driving progress across the sector. We strive for excellence.
- Inclusive - We centre equity, diversity and inclusion in everything we do.
- Empowering - We build capacity and expertise.

We want our people to succeed both in work and life. To support this we promote a healthy, productive and flexible working environment that respects work-life balance. We are a fully home-based organisation and we work hard to make sure our staff are well connected to one another, to our members and to the sector.