



Change Agents UK

CAUK Reference: 2484

Sustainability Communications and Engagement Officer Job Description

Job Title:	Sustainability Communication and Engagement Officer
Location:	London
Employer:	Change Agents UK Trading Ltd
Client:	London School of Economics and Political Science (LSE)
Number of Positions:	1
Salary (per annum pro rata):	£26,208 - £29,519
Start Date:	ASAP
Contract:	12 month fixed-term contract

Potential for extension or longer-term contract, subject to funding and performance.

Job Snapshot:

Change Agents UK are pleased to offer this excellent placement opportunity at the LSE. During this placement, you will work as a member of the Sustainability Team, part of the Estates Division. You will be responsible for planning, coordinating and promoting the School's sustainability engagement programmes, events and communications to encourage and embed sustainability within LSE and its culture.

The Opportunity:

This is a great opportunity to start your career in Sustainability, working for an organisation that leads on embedding environmental sustainability within its campus and operations. The post holder is responsible for planning, coordinating and promoting the School's sustainability engagement programmes, events and communications to encourage and embed sustainability within LSE and its culture.

You will have many opportunities for professional and personal development such as learning about being a team player, developing communication skills in different mediums, and stakeholder management experience. You will gain project management skills, including event planning and management, project implementation and evaluation. You will also gain insight into a range of environmental management issues.

In addition to the role and its benefits you will be enrolled on to the Change Agents UK Sustainability Leadership Skills programme. You can benefit from networking with peers, 1:1 coaching to focus on your professional development and a series of workshops covering our three key areas of study; growth and development, mindset for change, and engagement and impact.

About the Role:

We need an enthusiastic team player with a passion for sustainability. An innovative and creative thinker, you will have the ability to problem-solve and take initiative to successfully implement your own ideas.

Using your strong organisational and communication skills you can engage and inspire a large and diverse group of people to get involved in sustainability initiatives, whilst effectively prioritising your work in a busy and dynamic environment.

Engagement Activities

1. Develop an annual staff and student sustainability engagement programme, which aligns with the University's sustainability objectives and which includes a communications strategy and campaign/events calendar.
2. Organise and manage the annual recruitment of student and staff volunteers.
3. Deliver the annual staff sustainability engagement programme, recruiting, coordinating and motivating a network of staff and student volunteers to participate, collaborating closely with them to support them to identify and deliver their own self led sustainability projects.
4. Deliver staff induction training through Flying Start format.

Communications Activities

1. Manage the Sustainable LSE social media (Twitter, Instagram, Facebook, Student Hub) presence and maintain the teams web and Moodle pages; ensure information is kept up to date, enabling the regular dissemination of information to students and staff.
2. Coordinate the production of the Annual Sustainability Report.
3. Compose and distribute the Green Flash fortnightly newsletters.
4. Produce promotional material required for SustainableLSE campaigns and events.

Stakeholder engagement

1. Work with the LSESU Environmental Hub to ensure successful delivery of sustainability projects.
2. Work closely with relevant divisions to ensure successful delivery of campaigns etc.
3. Actively participate in committees or other groups which deal with student and staff engagement on sustainability initiatives.
4. Liaise with external organisations to gain support for School campaigns and events.
5. Act as an ambassador for sustainability at LSE amongst internal and external stakeholders.

Campaign and events organisation

1. Plan, organise and deliver activities around key events and campaigns including the School's annual Sustainability Awards.
2. Co-ordinating room hire, catering, security, audio visual equipment, invitations, guest lists, guest queries and guest speakers' requirements as applicable.
3. Delivering online events, including setting-up and testing relevant weblinks and Zoom webinars, and briefing guests on procedures.
4. Ensure that events run smoothly, including acting as a host for Zoom webinar events.
5. Requesting and collating post event feedback.

General administration

1. Process small invoices and payments related to the role activities as necessary.
2. Recording KPIs and data related to your post, as requested, and to report this to management/relevant committees as needed.
3. Supporting compliance with the School's legal obligations, including under the General Data Protection Regulation (GDPR), Equalities Act 2010, and the Freedom of Information Act.

Other

1. Develop and drive forward other environmentally related projects across the School and support other administrative work to contribute to overall Sustainability Team objectives as required.
2. Carry out research within and outside the Higher Education sector to identify areas of best practice and to propose and implement new initiatives and approaches.
3. Carry out any related additional duties as reasonably required.

Person Specification

Essential:

- Educated to degree level or equivalent in a relevant Environmental or Sustainability subject or have an equivalent level of work experience.
- Experienced and knowledgeable in raising environmental and social sustainability awareness within organisations.
- Excellent interpersonal skills to interact, build and maintain relationships with a wide variety of people, at all levels of seniority, volunteers, or other internal and external contacts.
- A confident verbal communicator, able to explain ideas and concepts clearly and easily, using influencing skills to change attitudes and behaviours and create a sense of community.
- Excellent written skills with the ability to tailor style based on purpose and audience, such as webpages content, online surveys, promotional materials, newsletters, social media posts, reports, presentations and training.
- Experience of editing and updating website content or ability to learn new software packages.
- Proactive attitude, able to be flexible and willing to be involved in a variety of ad hoc projects and relevant training courses.
- Experience of project management and administration including events (face-to-face and online).
- A conscientious organiser, able to plan and prioritise own workload to meet deadlines, ensuring accuracy and attention to detail.
- Self-motivated and able to use initiative, exercising sound judgement on when to refer or seek additional guidance.
- Excellent IT skills, particularly using MS Office packages and collaborative work platforms such as MS Teams, Zoom and website management tools.

Desirable:

- Experience working in a Higher Education environment.
- Knowledge and experience in creating content for social media; gathering and analysing respective performance metrics.
- Proven experience as a creative communicator who considers all opportunities for engagement.
- Ability to anticipate problems and propose solutions.
- Experience of reviewing processes and procedures to improve outcomes, reduce costs or improve efficiency.

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: 12pm Thursday 16th November 2023

Telephone Interview: w/c 20th November 2023

Interview Date: 28th November 2023

Anticipated Start Date: ASAP

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 may 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.

Information on placement terms can be found at www.changeagents.org.uk/information-employment-terms

About the Company:

London School of Economics and Political Science

LSE is a world-leading specialist social sciences university with an international intake and global reach. Founded in 1895 by Beatrice and Sidney Webb, the School has an outstanding reputation for academic excellence. 16 Nobel Prize winners have been LSE staff or alumni, and 34 past and present world leaders have studied or taught at the LSE.

LSE is a sector-leader in embedding environmental sustainability in its campus and operations, and the LSE Sustainability Team coordinates an extensive programme of work to enhance the School's environmental impacts from energy and carbon, waste, water, construction, procurement and other areas. LSE help actively encourage a positive, diverse, healthy and family friendly culture in our workplace.

Change Agents UK:

Change Agents UK Trading Ltd works as a non-profit sustainability employment business and agency and is wholly owned by Change Agents UK Charity. Change Agents UK have worked in Sustainability education and employment for 25 years, supporting our partners to create superb opportunities in sustainability, delivering real impact and change and providing training and skills support for our Change Agents on placement.

Benefits:

Annual Leave: 25 days + 8 bank holidays and University closure days at Christmas and Easter

Pension Information: CAUK Company Pension Scheme

Appendix 1: Change Agents UK Trading Ltd Opportunity Details

Change Agents UK Trading Ltd is acting as an employment business as defined under the Employment Agencies Act 1973 and will employ the successful applicant under a contract of service for the duration of the placement. Should you have any queries or require any further information on this role or the services we provide please contact applications@changeagents.org.uk or call 01572 723419.

Placement Details	
CAUK Reference Number	2484
Placement job title:	Sustainability Communications and Engagement Officer
Start date of the placement:	ASAP
End date of the placement:	12 months from start date
Actual hours of work per week:	35
'Full time equivalent' hours per week:	35
Days and hours of work: Please detail normal hours and any variables or expected rotas / shift patterns.	Monday – Friday, 9am – 5pm
Where applicable please provide details of any terms and conditions which would apply to the agency worker in relation to night work:	n/a
Probation period including any conditions:	6 months
Notice period:	1 month
Type of work:	Engagement and communications work and project administration
Location of work if different to Client's address:	
Rest breaks and rest periods given to employees:	1-hour unpaid lunch break
Client's collective facilities available to the employee: E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms	Usual office facilities and staff lunch room/restaurant

Any known health and safety risks and the steps the client has taken to reduce the risks:	None known
Any experience training, qualifications or authorisation necessary or required by law or a professional body to do the role (if none, please state so):	The Right to Work in the UK
Does the position involve working with vulnerable people*:	No
Pay and Benefits	
Salary (payable to a direct recruit or comparable employee): Please provide pay scales if available.	£26,208 - £29,519 HERA Band 3 with a starting salary of £26,208
Sick leave and pay:	CAUK Policy for SSP – Full details in Employee Handbook
Mileage rate:	n/a
Any other expenses payable:	n/a
Bonuses or commission payable (if applicable include any qualifying criteria):	n/a
Overtime rates payable (if applicable include any qualifying criteria):	n/a
Any other remuneration:	n/a
Any other benefits:	n/a
Annual Leave	
Annual Leave entitlement and pay:	25 days annual leave, 5 closure days for Christmas, 3 Easter closure, 8 public holidays
Closure Days (if applicable, please specify dates):	Public-Holiday-and-School-Closure-Days-2020-22-updated-March-2021.pdf (lse.ac.uk)

Appendix 2: Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

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The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Your name:	TBC
Name of employment business:	Change Agents UK Trading Ltd
Your employer (if different from the employment business):	n/a
Type of contract you will be engaged under:	Contract of Service
Who will be responsible for paying you (if different from your employer):	n/a
How often you will be paid:	Monthly
Expected or minimum rate of pay:	£ 26,208 per annum pro rata 35 hours per week
Rate per hour =	£ 14.40
Deductions from your pay required by law:	PAYE Income Tax 2023/24 Employee's National Insurance at 12% on income over £12,570 per annum Employee's Pension Contributions – based on employee contributions of 5% of total earnings, adjusted for 20% tax relief, making the deduction from gross pay 4% in real terms. Student Loan – based on Plan 2, earning over the 2023/24 threshold of £27,295 per annum and repaying 9% on earnings over that threshold
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None

Annual leave entitlement and pay:	Holidays:	25 per annum pro rata
	Bank Holidays:	8 per annum pro rata
	Total:	33 per annum pro rata
Additional benefits:	n/a	

EXAMPLE PAY

Example Gross rate of pay:		£ 2,184	per month
Deductions:	PAYE Income Tax	£ 227	per month
	Employee's National Insurance	£ 136	Per month
	Employee's Pension Contributions	£ 87	per month
	Student Loan	£ 0	per month
Any other deductions or costs from your wage:			None
Any fees for goods or services:			None
Example net take home pay:		£ 1,733	per month