

Knowledge Transfer Manager – Net Zero Living Job Description

Job Title:	Knowledge Transfer Manager - Net Zero
Location:	Office or Remote with UK Travel
Employer:	Innovate UK Business Connect
Client:	Innovate UK Business Connect
Number of Positions:	1
Salary (per annum pro rata):	£33,000 - £34,000 (dependent on experience)
Start Date:	ASAP
Contract:	FTC until 27 th March 2026

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

The Organisation:

We connect ideas, people, and communities to drive innovation that changes lives.

Innovation is complex. The journey from idea to market is not straightforward and requires a diverse range of know-how, investment, market knowledge and research. Innovate UK KTN exists to connect innovators with new partners and new opportunities beyond their existing thinking - accelerating ambitious ideas into real-world solutions.

The future holds both challenges and opportunities. We are passionate about working with innovative businesses to overcome these challenges and shape the opportunities and solutions that follow.

Our vision is to create a network of innovators so powerful its ideas will change the world.

While business is at the heart of our work, our diverse connections span government, funders, research and the third sector. This unrivalled overview and connectivity enable us to be a trusted guide through a complex global landscape of research, development, and innovation.

The Opportunity:

This role will provide support for programmes across the Innovate UK Business Connect Net Zero team's portfolio, working with the Net Zero team, Innovate UK colleagues, external partners, and innovators.

The Net Zero team is primarily concerned with delivering programmes which enable and support the adoption of innovative net zero and sustainability technologies and approaches across the UK economy. We also cover sectors such as the water environment, digital tools for net zero, climate adaptation, carbon measurement and management, circular economy and air quality.

This role will also support the scoping of future Innovate UK Business Connect and Innovate UK Net Zero programmes, which may working with colleagues across the Innovate UK system, gathering insights from relevant external innovation communities, and undertaking desk-based research.

About the Role:

Key Responsibilities:

- Support the implementation and delivery of Net Zero team programmes, which may include Net Zero Innovation Adoption, Net Zero Living, the Cross Sector Water Innovation Network, Net Zero Operations, in addition to broad net zero innovator community support. This will involve working closely with relevant internal team members, Innovate UK Business Connect colleagues, and key external stakeholders.
- Produce articles for newsletters, blogs of interest to our members and similar media.
- Organise meetings, workshops and networking events.
- Capture success stories from projects and workshops for case studies and impact measures.
- Promote the benefits of Innovate UK Business Connect and innovation within a business context with a particular emphasis on net zero, including the preparation of promotional material and the use of various media.
- Liaise closely with Innovate UK Business Connect staff across all sectors and technologies to ensure a good understanding of other sector activities and integrated working within the Net Zero Domain.
- Undertake necessary administrative duties, including the timely completion of accurate reports, meeting minutes, timesheets and expenses.
- Maintain and disseminate an up-to-date view of the industry and application areas, including technology developments, key innovators, market trends/needs and business funding opportunities to support net zero innovation.

Person Specification

Essential:

- Good level of understanding and knowledge of at least one Net Zero team priority sector, which includes net-zero technology adoption (particularly concerning local authorities), water systems & environment, digital tools for net zero, carbon measurement and management technologies, climate change adaptation, circular economy, and operational sustainability.
- Understanding of knowledge transfer and the UK innovation landscape
- Experience organising and delivering events and workshops
- Strong writing and presentation skills, with the ability to translate complex topics for a broad audience
- Ability to work proactively and take the initiative to progress your tasks and activities

- Strong interpersonal skills and the ability to communicate confidently and build effective relationships
- Team player with good relationship-building and influencing skills; enjoys working in a collaborative manner in an open, honest, and diverse environment
- Good level of IT literacy
- Flexible, reliable, and adaptable with good time management skills.
- Willingness and ability to undertake domestic travel when required

Desirable:

- Experience in business development and engagement
- Good personal network with UK companies
- Project management skills

How to apply

If you wish to apply for this role, please complete the online application form. If for any reason you are unable to complete the form 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) to applications@changeagents.org.uk

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:	10am Monday 27th October 2025
Telephone Interview:	Ongoing throughout the advertising period. Early applications are encouraged.
Online Interview Date:	Week commencing 3rd Nov.
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

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: 28 Days Annual Leave plus 8 Bank Holidays plus 2.5 Privilege Days (which work the same as Bank Holidays) per annum pro rata

Pension **Pension Scheme**
Information:

