

## Job description

<b>Job title:</b>	Climate Ambassadors programme delivery manager
<b>Job purpose:</b>	To coordinate operational delivery across the Climate Ambassadors programme, ensuring smooth collaboration between national and regional teams. This role will drive forward actions, strengthen internal processes, and ensure operational consistency, enabling the wider team to focus on delivery, impact and relationship-building.
<b>Salary grade:</b>	Grade 6 (£32,080 - £37,694) plus 12.5% employer pension contribution
<b>Location:</b>	Home-based within the UK with limited UK travel including some overnight stays. Please note the project is currently delivered in England only.
<b>Contract type:</b>	Fixed term until September 2027
<b>Hours:</b>	37 hours a week - 0.8 FTE, 0.9 FTE and flexible working patterns can be considered
<b>Special conditions:</b>	Some flexible working may be required from time to time
<b>Line manager:</b>	Sustainability programme manager
<b>Direct reports:</b>	N/A
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• 12.5% employer pension contribution</li><li>• Employee assistance programme</li><li>• Homeworkers' allowance</li><li>• 37 days' annual holiday, plus bank holidays and Christmas closure</li><li>• Cycle to Work scheme</li><li>• Where needed, home-office equipment</li></ul>

## Role summary

The [Climate Ambassadors](#) programme is a national, multi-partner initiative funded by the Department for Education and jointly delivered by the University of Reading, EAUC alongside STEM Learning, Change Agents and nine regional hubs across England. Volunteer Climate Ambassadors are trained and supported through a coordinated national–regional model to help education settings develop and deliver high-quality climate action plans.

As we move into Phase 2, this new role will be pivotal in coordinating day-to-day delivery, facilitating joint planning and reflection, and ensuring consistent operational practice and clear communication across the programme’s partners. You’ll be employed by EAUC and based within the national team, but working in service of the whole programme.

Your role is to help ensure shared tools, processes and information flows operate smoothly across multiple organisations. You’ll sit at the heart of programme delivery: troubleshooting operational issues, keeping partners aligned, and chairing the new operational coordination meetings. You’ll support colleagues to overcome blockers, make best use of collective time and effort, and maintain clear, consistent communication so everyone stays informed, engaged and moving in the same direction. You’ll also liaise with key external stakeholders on day-to-day delivery where needed.

If you enjoy holding complex, multi-stakeholder programmes together - keeping people aligned, smoothing operational wrinkles, and making sure good intentions translate into practical delivery - this is a chance to play a key role in a national initiative making a meaningful difference for education settings across England.

## **Main duties and responsibilities**

1. Track and drive progress on shared actions, risks and delivery issues, including maintaining and coordinating the programme's action log, to ensure nothing falls through the cracks.
2. Act as a key contact for operational issues, troubleshooting blockers and signposting support where needed, including coordination with sister projects where processes overlap or shared delivery is required.
3. Manage the shared programme inbox, triaging enquiries and ensuring timely, joined-up responses across the programme's partners.
4. Coordinate internal planning and delivery meetings, including the new national–regional “Ops Meetings”.
5. Compile and circulate regular updates, resources and reminders to delivery partners and stakeholders.
6. Support clear, consistent communication across the programme by collaborating with partners and stakeholders to ensure shared understanding and alignment.
7. Maintain the internal project staff handbook and other guidance to support onboarding, staff training, and consistent delivery across the programme partners.
8. Contribute to evaluation and programme improvement, capturing operational learning and supporting a data-informed, user-responsive delivery model drawing on feedback from across the programmes partners and stakeholders.
9. Support governance and reporting, providing summary updates and operational insights as required.
10. Help embed a collaborative, inclusive “one team” culture, supporting equitable, manageable and joined-up delivery.
11. Represent EAUC in day-to-day programme communications with external partners, modelling professionalism, clarity and care.

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.

## Person specification

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

	Essential	Desirable
<b>Qualifications and knowledge</b>	<ol style="list-style-type: none"> <li>1. Understanding of project management and operational coordination principles and tools</li> <li>2. Knowledge of cross-sector partnership working (e.g. education, sustainability, or voluntary sector)</li> </ol>	<ol style="list-style-type: none"> <li>1. Awareness of sustainability and climate action in education</li> <li>2. Qualifications that support the essential criteria</li> </ol>
<b>Skills and experience</b>	<ol style="list-style-type: none"> <li>1. Experience coordinating or supporting delivery of complex projects with multiple partners or stakeholders</li> <li>2. Skilled at developing, maintaining and improving systems for tracking actions, risks and shared processes</li> <li>3. Confident communicator, able to support alignment across dispersed teams and write clearly for varied audiences</li> <li>4. Experience of implementing inclusive and accessible activities and processes</li> <li>5. Proficiency with MS Teams and shared collaboration tools (e.g. SharePoint, OneDrive)</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience supporting governance or reporting processes in a partnership or consortium context</li> <li>2. Experience of working in the education sector</li> </ol>
<b>Attributes</b>	<ol style="list-style-type: none"> <li>1. Strong attention to detail and a proactive, solution-focused mindset</li> <li>2. Flexible and organised, able to manage competing demands in a collaborative way</li> <li>3. Committed to the values of equity, sustainability and collaboration</li> </ol>	<ol style="list-style-type: none"> <li>1. Comfortable working in a fast-paced, evolving project environment</li> <li>2. Collegial and generous in working style, with a focus on enabling others' success</li> <li>3. Willingness to challenge constructively and contribute ideas for improvement</li> </ol>

---

<b>Circumstances</b>	Willing and able to travel occasionally within the UK	Willing and able to occasionally attend events outside core working hours
----------------------	---	---

---

## **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 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.

Change Agents UK Trading Ltd is acting as the recruiter for this role. Change Agents UK Ltd endeavours to ensure the suitability of Candidates Introduced to the Client to work in the position which the Client seeks to fill by taking reasonably practicable steps to:

- ensure that it would not be detrimental to the interests of either the Client or the Candidate;
- ensure that both the Client and Candidate are aware of any requirements imposed by law or by any professional body;
- confirm that the Candidate is willing to work in the position.

To enable Change Agents UK Trading Ltd to comply with the above the Client undertakes to provide to

Us details of the position which the Client seeks to fill, including the following:

Placement Details	
Name and address of the Client:	EAUC – Alliance of Sustainability Leadership in Education PO Box 3284, Gloucester, GL1 9HL
Nature of the Client's business:	Member Association
Name of Client contact:	Charlotte Bonner
Telephone number and email address:	+44 (0)7423 427867 <a href="mailto:cbonner@eauc.org.uk">cbonner@eauc.org.uk</a>
Name of Employee's line manager if different to above:	Sustainability Programme Manager – Tove Hubbard
Telephone number and email address if different to above:	thubbard@eauc.org.uk
Placement Details	
Placement job title:	Climate Ambassadors Programme Delivery Manager
Start date of the placement:	ASAP
End date of the placement:	30 <sup>th</sup> September 2027
Actual hours of work per week: 'Full time equivalent' hours per week:	37 37
Days and hours of work:	Monday – Friday, 9:00 – 17:00

Please detail normal hours and any variables or expected rotas / shift patterns.	0.8 FTE, 0.9 FTE and flexible working patterns can be considered
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:	Three Months
Notice period:	4 weeks
Type of work:	Managing the delivery of the Climate Ambassadors Project
Location of work if different to Client's address:	Home-based within the UK with limited UK travel including some overnight stays
Rest breaks and rest periods given to employees:	A minimum of 30 minutes unpaid lunch break per day
Client's collective facilities available to the employee: E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms	N/a
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
<b>Pay and Benefits</b>	
Salary: <i>Please provide pay scales if available.</i>	£32080 - £37694 Grade 6
Sick leave and pay:	Click or tap here to enter text.
Mileage rate:	Click or tap here to enter text.
Any other expenses payable:	Travel and Subsistence paid for work trips. Ad Hoc.
Bonuses or commission payable (if applicable include any qualifying criteria):	NA

Overtime rates payable (if applicable include any qualifying criteria):	NA
Any other remuneration:	NA
Any other benefits:	12.5% employer pension contribution Employee assistance programme Homeworkers' allowance (currently £25 per month) Cycle to Work Scheme Where needed, home office equipment
<b>Annual Leave</b>	
Annual Leave entitlement and pay:	37 days annual leave (with possible extension scheme) plus 8 Bank Holidays
Closure Days (if applicable, please specify dates):	Christmas closure

\*N.B. For a position which involves working with, caring for or attending a Vulnerable Person you must notify Change Agents UK Trading Ltd before we introduce Candidates as there are additional obligations we must fulfil.