Change Agents UK

CAUK Reference: 2525

Sustainability Skills Officer Job Description

Job Title:	Sustainability Skills Officer
Location:	Remote-based with regular UK travel, particularly across England
Employer:	Change Agents UK
Salary:	£29k per annum FTE (£17,400 part-time)
Start Date:	Jan 2027
Contract:	12 months*, 0.6 FTE.

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

Job Snapshot:

Are you an excellent facilitator with experience of sustainability projects and green skills pathways? Then read on.

The Opportunity:

We're looking for a **Sustainability Skills Officer** to work within our fantastic Education & Skills Team, supporting and delivering our many and varied programmes, and facilitating sustainability skills development across organisations and communities.

If you have great initiative and relationship-building experience, can develop new skills-mapped courses as well as supporting the delivery of our existing work, we want to hear from you!

We work as a remote team across the UK. 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-based role, 25 days' holiday pro-rated plus 8 bank holidays and the opportunity to be part of something exciting, rewarding and forward-looking.

About the Role:

This is a people- and development-focused sustainability role that will enable you to support real, practical, and positive progress on sustainability and climate change through course delivery, skills building and advising organisations on green skills development. We're an established and growing charity, valuing equality, diversity and inclusion within a friendly team with big ideas. This role is remote with national in-person delivery throughout the year, especially across England.

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

- Work in the Education & Skills team to deliver and develop our existing suite of engaging and innovative sustainability skills programmes including our flagship Sustainability Leadership Skills Programme, Carbon Literacy, Green Careers & the Future of Work, amongst others;
- Design 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, aligning to funding bids and sector movements;
- Work with cross-sector partners including academic institutions and SMEs to develop partnerships and co-delivered programmes;
- Advise organisations on green skills development including mapping, framework development and upskilling strategies;

- Support the development of funding bids and project design;
- Research new developments in green skills, sustainability trends and net zero practice, and education for sustainable development (ESD) to inform education content and optimise learning outcomes;
- Manage the administrative tasks of training including recruitment, enrolment, monitoring & evaluation of training programmes, marking assessments, keeping our CRM system updated, and responding to incoming enquiries;
- Flexibly support other charitable objectives and tasks within a small and adaptable team.

Person Specification

Essential:

1. Excellent facilitator with the ability to communicate and present confidently and creatively, online and in-person, able to respond and adapt to audience needs and/or challenges during education delivery;
2. Effective in designing engaging, innovative and attractive content with clear objectives;
3. Experience as a sustainability professional working on climate-focused projects in-house, as a consultant and/or as a training provider;
4. Certified as Carbon Literate by the Carbon Literacy Project;
5. Familiarity with green skills frameworks and green jobs development in the UK;
6. An excellent relationship manager, able to build and maintain strong and successful links with our partners for current and future projects;
7. Committed to professional development to maintain a solid and up-to-date understanding of sustainability trends, environmental management and effective practice in education and training;
8. A highly collaborative, self-motivated and organised team player with the ability to adapt flexibly to the needs and priorities of a small team.

Desirable:

1. Experience conducting skills measurement and gap analysis to develop learning pathways;
2. Qualified in teaching or professional facilitation;
3. Carbon Literacy Facilitator, accredited by The Carbon Literacy Project
4. Confident supporting learners with feelings of climate anxiety within a professional context;
5. Able to conduct research projects and confident in undertaking monitoring and evaluation and report-writing.

Circumstances

- Willing to undergo an Enhanced DBS check and safeguarding training (as we work with schools and colleges).
- Must be able to travel for delivery especially across England.

How to apply

If you wish to apply for this role, please submit the application form. Please ensure you provide a covering letter explaining your motivation for applying and briefly addressing the essential and desirable criteria for the role (up to 500 words). We cannot accept applications without a covering letter.

Application Deadline: **23:59 on the 17th November 2026**

Interview Date: **w/c 30th November 2026**

Anticipated Start Date: **January 2027**

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 checks and reference checks. The successful applicant will be required to undergo a DBS check as we are an education charity and we may work with schools, young people or support vulnerable adults. We are unable to provide visa sponsorship.

Change Agents UK is committed to equality, diversity and inclusion. We warmly welcome applications from people from all backgrounds and parts of the community. If you need additional support to enable you to complete the application process, please contact us.

Note on AI use and the human experience

We believe recruiting human beings is a job for humans. We would like to hear from you in your own words, so please don't overly rely on AI when making your application. We don't use AI in our recruitment process (other than automated administrative support with tasks like interview scheduling) and all applications are reviewed by our team. We will provide a response to all applications we receive.

About Change Agents UK:

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.

We value:

- Communication, enthusiasm & teamwork
- Commitment to sustainability
- Initiative, adaptability and vision
- Integrity and respect

  Building partnerships for the future

Details:

CAUK reference:

Hours/Week: 0.6 FTE is 21 hours per week (over 3 days or 2 days and 2 half days)

We may also consider 0.8 FTE (28 hours per week/4 days)

Job shares will be considered.

	Typical full working day is 7 hours 9-5 (with 1-hour unpaid lunch break), but we also offer 8-4 or 10-6.
Reports to:	Education & Skills Manager
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 staff)
Probation period:	3 months
Notice period (after probation):	2 months