

Sustainability Projects Assistant Job Description

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| Job Title: | Sustainability Projects Support Officer |
| Location: | Greenwich, London (Hybrid Working, with 3 days on campus) |
| Employer: | Change Agents UK Trading Ltd |
| Client: | University of Greenwich |
| Number of Positions: | 1 |
| Salary (per annum pro rata): | £31,738 |
| Start Date: | ASAP |
| Contract: | Fixed Term Contract until 31 st July 2026 |

Potential for extension or longer-term contract which will be made 2 months before the end of the contract period.

Job Snapshot:

This is an exciting, multi-faceted role assisting in the University of Greenwich's Sustainability Team. The Sustainability Development Unit supports all areas of the University to better understand and implement environmental improvements, working closely with staff, students and external stakeholders to share best practice, support behaviour change and strategies.

The Opportunity:

The University of Greenwich are driven to ensure they integrate sustainability thinking in everything they do. They are committed to use sustainability to drive forward the university's values (inclusive, collaborative and impactful) and are ambitious to achieve the best outcomes. We are placed 8th in the UK's universities for our sustainability work (People and Planet) and 86th in the world in the Times Higher Education Impact Ranking. This role helps build the team to achieve even more. It supports our staff delivering projects and provides a valuable opportunity to develop and lead on new projects. We are looking for someone who has ideas and who can deliver on these with support from the team. The role will be fulfilling, rewarding and we hope help make significant improvements to our environmental footprints.

You will get to work in a small but enthusiastic group of sustainability professionals, learn all aspects of corporate sustainability, engage with a wide and diverse group of people, and try to effect positive change. We offer students, staff and the local community opportunities to get involved in our work to improve practices across our campuses and help us continue to lead the way in developing a more sustainable future for all. You will attend working groups and meetings across the year on a variety of sustainability topics including carbon management, Fairtrade, environmental management and waste. You will increase your employability, develop much needed skills, and further your understanding of today's most pressing 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; personal effectiveness and work skills, concepts and theories and engagement, influence and impact.

About the Role:

We need an enthusiastic, proactive team player, an innovative and creative thinker, with the ability to problem-solve and successfully implement your own ideas. You will bring your enthusiasm for sustainability to assist in the coordination of projects pertaining to sustainability and environment, including staff and student engagement and resource and carbon reduction. You will be talking to and engaging with a very wide variety of students, staff and other stakeholders, so you'll need to be confident, friendly and up for a challenge!

Key Responsibilities:

- Engage with students and staff to increase pro-environmental knowledge and awareness, providing support where needed.
- Support the Green Champions staff network and EcoTeams student network, managing your workload to deliver to set deadlines.
- Assist Project Officers and other sustainability staff in the delivery of their projects. For example, this could include waste and other audits, development and delivery of projects for example focused on reusables, energy saving in halls of residence etc.
- Recruit, coordinate and motivate teams of volunteers to drive forward the sustainability network projects through their involvement as departmental teams and as auditors. This includes Project Jump and student Green Teams.
- Develop and deliver a range of initiatives to engage with students, staff and other stakeholders on sustainability. This includes running events (including a 'Green Week' held in collaboration with the Students' Union); producing newsletters, press releases and posters; managing the website and social media presence.
- Monitor and report on progress against objectives, using quantitative and qualitative data.
- Develop effective working relationships with internal and external stakeholders including the local community, NUS, students union, planning authorities, environmental regulators, business and industry, and local interest groups.
- To use various social media and other communication techniques to disseminate sustainability and environmental information and choices to all staff and students, engaging with academic schools, administrative departments, commercial tenants, and Student Union as appropriate.
- To promote equality and diversity in working practices and to maintain positive working relationships.
- To conduct all activities within the University's environmental requirements as set out in its Sustainability Policy and Environmental Management System, in order to minimise individual and departmental impact.

Person Specification

Essential:

- Educated to degree standard or equivalent in a relevant Environmental/Sustainability related subject or have an equivalent level of work experience.
- Well-developed interpersonal and communication skills – ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations.
- Ability to work collaboratively within a team to deliver the most effective outcomes.
- Knowledgeable of, and committed to, sustainability issues and their importance within a university environment.
- Previous experience of assisting in the delivery of sustainability and/or environmental projects.
- A creative and innovative thinker and problem-solver who can formulate ideas and appropriately execute them.
- ICT literate in all Office applications but especially Word, Excel and PowerPoint.
- Excellent writing skills (for example, being able to write clear and concise emails, reports etc.,)
- A conscientious organiser, able to plan and organise their work appropriately.

Desirable:

- Previous experience of event organising in either a voluntary or paid position.
- Experienced or hold a relevant qualification in, communications, marketing or similar.
- Experience of coordinating and motivating a team of volunteers.

How to apply

If you wish to apply for this role, please use the online application form. If for any reason you are unable to use the online 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.

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| Application Deadline: | - 4th Jan 2026 |
| Telephone Interview: | - W/C 12th Jan 2026 |
| Interview Date: | - TBC |
| Anticipated Start Date: | - 2nd Feb 2026 (or as soon after as possible) |

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:

The University of Greenwich

The University of Greenwich is proud of its sustainability achievements and wants to build on this to ensure sustainability is a natural part of our student and staff thinking, work and behaviours. The University applies sustainable development across all activities, working closely with students, staff and the wider community to help change the world for the better, aligning with the University's core values. They have maintained their First-Class Award in the People & Planet's University Green League since 2012, and the Estates & Facilities Directorate operate with ISO14001 (Environmental Management) accreditation.

The University's Strategic Plan 'This is Our Time' focusses on quality through excellence in research, teaching and enterprise and aims to be the best modern university. Our sustainability ambitions are integrated into the corporate plan and our enabling and sub strategies. The University is committed to embedding sustainability across all of its activities and is recognised for its sustainability action.

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: 26 days + 8 Bank Holidays

Pension Information: Auto Enrolment onto the Change Agents UK 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 | |
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| CAUK Reference Number | 2518 |
| Placement job title: | Sustainability Projects Support Officer |
| Start date of the placement: | ASAP |
| End date of the placement: | 31 st July 2026 |
| Actual hours of work per week: 'Full time equivalent' hours per week: | 35 |
| Days and hours of work: Please detail normal hours and any variables or expected rotas / shift patterns. | 7 hours a day Monday – Friday, 9am-5pm with 1-hour unpaid lunch break. There may be some work outside of normal working hours, for which time off will be given in lieu. For example, occasional and optional Saturday work, such as for Open Days. |
| 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: | 1 month |
| Notice period: | 1 month |
| Type of work: | Delivering sustainability projects and supporting other staff, mostly office based, with some work undertaken across campus undertaking activities that have been risk assessed. |
| Location of work if different to Client's address: | Main office is located at Avery Hill Campus – where staff are expected to be office-based minimum 3 days per week. Staff can work hybrid with 2 days working remotely. |
| Rest breaks and rest periods given to employees: | 1-hour unpaid lunch break |
| Client's collective facilities available to the employee: | Subsidised canteens at all campuses, subsidised gym, free use of tennis courts, subsidised sports provision. Prayer rooms at all campuses, shower facilities available. Free transport between campuses. |

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| E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms | |
| Any known health and safety risks and the steps the client has taken to reduce the risks: | Only some occasional light lifting of small boxes for stalls etc., |
| 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. | £31738 Grade 6 |
| Sick leave and pay: | CAUK Policy |
| Mileage rate: | 45p per mile |
| Any other expenses payable: | Any travel, subsistence costs that are relevant to work are covered. |
| 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: | 26 days pa plus bank holidays |
| Closure Days (if applicable, please specify dates): | Usually, staff are given days between Christmas and New Year off. For 2023, this would be 29 th – 31 st December. This is at the discretion of the university and can be withdrawn at any time. |

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

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| 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: | £ 31,738 per annum pro rata 35 hours per week |
| Rate per hour = | £ 17.44 |
| Deductions from your pay required by law: | <p>PAYE Income Tax 2025/26 - 20% on earning over £12,570 and up to £37,000. 40% on earnings over £37,701 and up to £150,000</p> <p>Employee's National Insurance at 8% on income over £12,570 per annum</p> <p>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</p> <p>Student Loan – based on Plan 2, earning over the 2025/26 threshold of £28,470 per annum and repaying 9% on earnings over that threshold</p> |
| Any other deductions or costs from your pay (to include amounts or how they are calculated): | None |
| Any fees for goods or services: | None |

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| Annual leave entitlement and pay: | Holidays: Bank Holidays: Total: | 26 per annum pro rata 8 per annum pro rata 34 per annum pro rata |
| Additional benefits: | None | |

EXAMPLE PAY

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| Example Gross rate of pay: | £ 2,645 per month | |
| Deductions: | PAYE Income Tax | £ 319 per month |
| | Employee's National Insurance | £ 128 Per month |
| | Employee's Pension Contributions | £ 106 per month |
| | Student Loan | £ 25 per month |
| Any other deductions or costs from your wage: | None | |
| Any fees for goods or services: | None | |
| Example net take home pay: | | £ 2067 per month |