



Change Agents UK

CAUK Reference: 2524

Engagement and Project Officer

Job Title:	Engagement & Project Officer (0.8 FTE)
Location:	Remote (must be UK based) with some UK travel
Employer:	Change Agents UK Charity
Number of Positions:	1
Salary	£23,200 (£29,000 FTE)
Start Date:	ASAP
Contract:	Permanent

Overview:

Are you detail-oriented, self-motivated and ready for a diverse and people-focussed role? We're looking for an Engagement & Project officer to support our work in education for sustainable development, future skills and green jobs.

If you're a diligent, well-organised, enthusiastic team player, with excellent people skills, initiative and a passion for sustainability, we want to hear from you!

The Role and You:

We need a new team member to support our exciting work in sustainability education, future skills and green careers. You will need to be an enthusiastic team player with strong administration and people skills. Some of your key responsibilities will be:

- Client and learner support including enrolment and accessibility support, eligibility checking, issuing learning resources and conducting induction and support calls
- Supporting the education & skills team with delivery of education courses including administrative tasks
- Supporting the Development Manager with business development/and marketing activities including social media content creation and website editing
- Project administration, research and reporting
- Data collation, monitoring and impact evaluation and reporting
- Assisting learners with CV skills and green job hunting
- Assisting with sustainability recruitment projects
- Working with partners and stakeholders to deliver project objectives
- Acting as a Green Champion to support our environmental practices, management and audit.

Teamwork is crucial for us; we are small dynamic team who all get stuck in no matter which role or specialism we're in. You will need to share our passions for working hard, having fun and striving for a more sustainable future.

Essential:

- Passionate about creating a more sustainable future

- A positive, professional, can-do attitude and the ability to work with limited supervision
- Experienced in managing relationships with a wide range of stakeholders
- Able to demonstrate evidence of strong skills in organisation, using time effectively and meeting deadlines
- An experienced and capable administrator, including process and data management, with a strong eye for detail.
- A confident, tactful communicator with strong presentation and writing skills
- Committed to equality, diversity & inclusion
- Experienced in using Microsoft Office applications & Zoom
- Aware of the importance of Data Protection requirements.
- Confident using social media in a professional capacity
- Resilient, adaptable and able to work in a fast-paced environment
- Capable of working well as part of a small team of home/remote-based colleagues

Desirable

(We do not expect applicants to have any or all of these: please still apply if you meet the essential criteria above and this role sounds like a good fit for you)

- Experienced in mentoring or learner development
- Certified as Carbon Literate by the Carbon Literacy Project
- Experience working within the Charity sector

What's in it for you?

This is a meaningful, people-focused sustainability role that will enable you both to help and support others and to facilitate real, practical and positive progress on sustainability and climate change. We're an established charity and a friendly team with big ideas. As an education charity, we are firmly committed to personal and professional development, and the role will provide excellent learning and professional development opportunities. We provide access to our own training and skills programmes and external CPD, where appropriate. We offer flexible working (with core hours of 10am – 4pm), 25 days' holiday plus 8 bank holidays (rising to 26 after 2 years' service and 27 after 3) (these are pro-rated for part-time team members), pension and the opportunity to be part of something exciting, rewarding and forward-looking.

Details:

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Hours/Week: 0.8 FTE is 28 hours per week (over 4 full days or 3 full days + 2 half days)

We will also consider 0.6 FTE or 0.7 FTE (3 or 3.5 days per week)

Job shares will also 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.

Travel & Work outside normal hours:	We sometimes travel within the UK to attend or facilitate interviews or conferences/events, deliver learning workshops, work with our partners or have team days. As a sustainability charity, we try not to travel more than necessary and encourage the use of remote technologies where possible.
Annual leave:	25 days plus bank holidays per annum pro-rata (20 days for 0.8 FTE)
Probation period:	3 months
Notice period:	2 months
Reports to:	CAUK Management Team

Job offers will be subject to suitable right-to-work checks and reference checks. The successful applicant may 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.

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.

You are welcome to get in touch with us with any questions before applying – please email our friendly team at contact@changeagents.org.uk or call us on 01572 723419

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 rely on AI when making your application. We don't use AI in our recruitment process (other than some 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.

Timetable:

Application Deadline:	10pm Monday 5th October 2026
Interview Date:	ASAP
Anticipated Start Date:	ASAP

Should you have any queries or require any further information on this role please contact contact@changeagents.org.uk or call 01572 723419.