

Role profile

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| Job title: | Project Manager |
| Reports to: | Senior Project Manager |
| Direct reports: | Up to five student staff on guaranteed hours contacts |
| Location: | Home working. Located South/ South West or Midlands, England. |
| Working patterns: | Weekly UK-wide travel, with early starts and late returns, occasional international travel, c10 overnights stays a year. Homeworkers will be expected to work remotely on a regular basis. Flexible work patterns/ job share opportunities open to negotiation. 0.6 to Full time opportunities available. |
| Pay band: | E (starting salary £26,281 per annum, rising to £29,998. We provide up to 6% pension contribution, with life assurance for all those in the pension scheme. |
| Contract: | Fixed term for 9 months, starting January 2022, with possibility of extension. |

Background

Over the last few years [SOS-UK's sustainability work](#) has increased in reach across the UK and internationally. Our sustainability projects, programmes and campaigns all have one thing in common - that students lead them. We believe that when students lead on sustainability, they learn about it, picking up the vital knowledge, skills and competencies they will need to help transform society into a more just and sustainable place. We are one of a number of organisations that support students to lead on sustainability, others being Friends of the Earth, People & Planet, UKYCC, UKSCN and XR Youth. What differentiates us is that our programmes seek to engage generic students in sustainability, rather than those already engaged in campaigning. We get students going on their sustainability journey, readying them to progress onto more challenging campaigns, with us, or our partner organisations. In response to the climate emergency, and ecological crisis, NUS established SOS-UK so we can go further and faster with our sustainability work. A big part of our plan is to rapidly extend the reach of our projects, programmes and campaigns so they engage and empower more students in tertiary education, as well as reaching into secondary education, connecting up the forms of education through sustainability.

Purpose of role

To deliver our sustainability engagement projects, programmes and campaigns at specified institutions and community organisations to a high standard, ensuring individuals and organisations benefit from participation. Our Project Officers currently primarily deliver [Green Impact](#) and [Student Switch Off](#), although the mix of who delivers what varies from year to year depending on geographical location and externally funded projects, and will change as our projects, programmes and campaigns evolve. The Project Manager will also work with our education team to support delivery of our Education for Sustainable Development work including [Responsible Futures](#) (our whole-institution Education for Sustainable Development programme) and UN Sustainable Development Goals curriculum mapping.

| Key responsibilities | | |
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| 1. | Oversee the successful delivery of our engagement programmes, primarily Green Impact and Student Switch Off at your allocated organisations, which may include students' unions, universities, colleges, schools, community organisations like NHS trusts and local authorities, and private providers. | |
| 2. | Develop and nurture a great relationship with key people in the institutions, organisations and students' unions that you are responsible for. | |
| 3. | Act as the first point of contact for people engaging in our sustainability programmes at your specified organisations. | |
| 4. | Contribute to the maintenance and development of our programme resources. | |
| 5. | Organise and deliver fantastic Green Impact engagement events, auditor training days, and support celebration events at you allocated institutions. Work with you allocated institutions to develop the Green Impact toolkit each year, and oversee the provision of feedback reports for participating teams and departments | |
| 6. | Organise and deliver brilliant Student Switch Off engagement events and competitions at your allocated institutions, including 3 face-to-face engagement and training per university per academic year, fortnightly online competitions and end-of-year parties for winning halls. Analyse Student Switch Off energy data on an on-going basis and present data for a student audience | |
| 7. | Help drive our social media presence through the projects, programmes and campaigns you are delivering for us, in line with our plan to be a digital first charity | |
| 8. | Ensure your project communications are timely, accurate, engaging, well linked and well liked | |
| 9. | Proactively engage student representatives, students' union officers, students' union staff and trade union staff in your on-campus or regional work, as well as providing general advice and support for their own sustainability campaigns | |
| 10. | Deliver one or more pre-agreed additional special sustainability project per year, typically linked to externally-funded projects or our own campaigns | |
| 11. | Support the Senior Project Manager (Education) and Director of Education on SOS-UK ESD work, programmes and campaigns. | |
| 12. | Organise and deliver fantastic Responsible Futures engagement events, workshops, auditor training days, and support celebration events at you allocated partnerships (tertiary education institutions and their respective students' unions). Work with your allocated partnerships to make progress on work related to Responsible Futures, and oversee the provision of feedback reports for bi-annual student-led audits. | |
| 13. | Carry out any other duties that might be reasonably requested of you in the post | |

| Person specification | | |
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| Essential elements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed | | |
| Qualifications and experience | Essential | Desirable |
| Relevant experience or an undergraduate degree | 1 | |

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| Experience of managing successful campaigns / engagement initiatives / behaviour change projects, including delivering training | 1 | |
| Experience of developing and maintaining excellent professional relations with stakeholders at various levels | 1 | |
| Experience of undertaking data analysis | 1 | |
| Experience of working with students in tertiary education | 1 | |
| Experience of working with students in secondary education | | 1 |
| Experience of working in, or with, universities or colleges / public organisations | | 1 |
| Experience of education transformation for sustainability | | 1 |
| Experience of working with NHS Trusts | | 1 |
| Knowledge | Essential | Desirable |
| Knowledge of sustainability issues and solutions in a workplace environment, and of basic resource efficiency good practice | 1 | |
| IT literate, with a detailed knowledge of Microsoft Office programmes | 1 | |
| Knowledge and understanding of Education for Sustainable Development in tertiary education | | 1 |
| Skills | Essential | Desirable |
| Great people skills, especially the ability to enthuse others | 1 | |
| Great project management skills, especially time management, and the ability to manage several projects at the same time | 1 | |
| Excellent communication skills, specifically the ability to produce high quality, concise and well-presented communications | 1 | |
| Confident and effective presenter and public speaker | 1 | |
| Ability to work with minimum supervision, including remotely and whilst travelling | 1 | |
| Ability to create impactful online and social media communications | 1 | |
| Creative and innovative problem-solving skills | | 1 |
| Attributes | Essential | Desirable |
| Commitment to being an active part of an environment that promotes equality of opportunity whilst recognising and valuing diversity | 1 | |
| A positive and persuasive champion of sustainability issues | 1 | |
| Commitment to excellent client and customer care | 1 | |

Last updated: 28 Sept 2021