

Role profile

Job title:	Project Manager: Green Impact
Reports to:	Senior Project Manager
Direct reports:	Occasionally up to four student staff on guaranteed hours contacts
Location:	Hybrid in London or South-East England
Working patterns:	Weekly UK-wide travel, with early starts and late returns, occasional international travel, up to six overnights stays a year. Seasonal variation in travel, with peaks and troughs. Homeworkers will be expected to work remotely on a regular basis. Flexible work patterns/ job share opportunities open to negotiation. 0.6 FTE to full time opportunities available.
Pay band:	E (starting salary £30,413 per annum, rising to £34,702). We provide up to 6% pension contribution, with life assurance for all those in the pension scheme. Additional Inner London Weighting of £3,405 per annum provided for London-based employees.
Contract:	Fixed term for 12 months, starting September 2024, with possibility of extension.

Background

SOS-UK is a student-led education charity focusing on sustainability. We know environmental sustainability cannot be achieved in isolation, so our work spans across issues of climate justice and wellbeing as well. We believe in lifelong learning and work on sustainability across all forms of education from early years to workplace learning. We act as a support crew - facilitating, encouraging and mentoring people wherever they are on their journey in sustainability.

We see the power and potential in students and young people to be at the forefront of change. We work alongside them as equal partners in their sustainability leadership journeys. 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.

Our vision is to see: more students leading on, and learning for, sustainability; an education system repurposed around the climate emergency and ecological crisis; and sustainability that is more inclusive, so it is for everyone.

Purpose of role

Our team of project managers deliver our education and engagement projects, programmes, and campaigns at specified educational institutions and other organisations as well as cross-cutting organisational priorities for national and, sometimes, international initiatives. Project managers ensure delivery is to a high standard and engagement benefits both the individuals and the organisations involved. The mix of programmes allocated to each programme manager varies year-to-year depending on geographical location, externally funded projects, skillset, and interests.

This role will be primarily focusing on our UNESCO award-winning [Green Impact](#) engagement and awards programme, but there may be opportunity to work on other projects and campaigns. Green Impact supports staff and students within organisations to learn about sustainability, and embed it into their day-to-day operations. Green Impact runs in many sectors, with programmes tailored to the sustainability impacts of different workplaces, including universities, healthcare and cultural heritage.

For a full description of all our work, please visit: <https://www.sos-uk.org/projects>

Key responsibilities
1. Project manage the successful delivery of our engagement programmes, projects, and campaigns at a set number of allocated organisations, tailoring delivery according to local needs.
2. Maintain and develop strong relationships with key people and act as the first point of contact to students and staff at your allocated organisations. Initiate new relationships as directed.
3. Contribute to the development and delivery of programme resources and communications, including social media and website updates. Ensure communications are clear, engaging, and aligned with our values.
4. Plan, design, and deliver engaging training sessions for your allocated organisations as a part of established programmes as well as for bespoke consultancy projects.
5. Contribute to the monitoring and evaluation of programmes, using both qualitative and quantitative data, collecting feedback, and writing reports.
6. Engage with students, volunteers, students' unions officers and staff, trade union staff, and others on your allocated organisations, as well as providing ad hoc support.
7. Recruit, coordinate, and support student volunteers to ensure a positive experience of our programmes, including supporting them to work in teams.
8. Occasional line management of student staff on guaranteed hours contracts, ensuring their personal growth and development.
9. Deliver allocated ad hoc projects and campaigns, typically tied to grants, funding bids, or campaign priorities. This can include supporting students to take part in political campaigns and policy analysis.
10. Contribute to organisation-wide priorities such as major events, campaigns, and external communications.
11. Support Senior Project Managers (SPMs) to ensure the continual improvement and development of our programmes.
12. Have the opportunity to represent SOS-UK across the sector, for example on judging panels, speaking at events, or writing for publications.
13. Act responsibly and in line with SOS-UK policies in relation to data management and safeguarding.
14. Undertake administrative tasks including, but not limited to, risk assessments, volunteer administration, travel and accommodation bookings, personal and project expenses, and KPI reporting.

15. Commit to ongoing personal and professional development and to ongoing learning about intersectionality and anti-racism.		
16. Carry out any other duties that might be reasonably requested of you in the post.		
Person specification		
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	
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 in, or with, universities or healthcare providers		1
Knowledge	Essential	Desirable
In depth understanding of sustainability issues and solutions, the climate emergency and the ecological crisis	1	
Excellent IT skills, including Microsoft Office programmes	1	
Strong understanding of sustainability education, such as Education for Sustainable Development		1
Skills	Essential	Desirable
Great people skills, especially the ability to enthuse others	1	
Strong project management skills, especially time management, and the ability to manage several projects and priorities 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, trainer, and public speaker	1	
Ability to work with minimum supervision, including remotely and whilst travelling	1	
Ability to take initiative, effectively prioritise tasks, and work flexibly	1	
Ability to work confidently both in-person and through online platforms, for example Microsoft Teams, Zoom, and Slack		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 anti-racist organisation with intersectional climate justice as a core value	1	
A positive and persuasive champion of sustainability issues	1	
Commitment to high quality delivery and excellent relationship management	1	

Last updated: 20/06/2024