



Change Agents UK

CAUK Reference: 2488

## Education Relationship Manager Job Description

<b>Job Title:</b>	Education Relationship Manager
<b>Location:</b>	Remote
<b>Employer:</b>	Society for the Environment (SocEnv)
<b>Number of Positions:</b>	1
<b>Salary (per annum pro rata):</b>	£32,000 - £45,000 per annum pro rata + up to 5% annual PRP
<b>Start Date:</b>	ASAP
<b>Contract:</b>	Permanent, Full-time (Flexible/Part-time options available for the right candidate)

### *Job Snapshot*

This is an exciting opportunity to shape and deliver SocEnv's ambition to provide and promote pathways into "green jobs". If you're a highly organised, keen networker with a good knowledge of HE and/or apprenticeships and skills in research and analysis, read on!

### **The Opportunity:**

The Society for the Environment (SocEnv) is the body responsible for the registration of environmental professionals around the world. Working alongside many key organisations, their aim is to ensure sustainability through environmental professionalism.

This is an exciting opportunity to shape, build and deliver the Society's aim to provide and promote pathways into "green jobs". You will be responsible for the Society's engagement and work with educational settings covering technical, apprenticeship and degree programmes.

### **About the Role:**

As a new role for SocEnv, this is a fantastic opportunity to shape and establish the delivery of the Society's engagement with training and education providers. Through the development of underpinning vocational and technical pathways to registration, including recognition of education, apprenticeship, and development programmes, you will contribute to the overarching goal of sustainability through environmental professionalism. The successful applicant will deliver the following:

- Manage the development and delivery of the Society's provider engagement strategy.
- Keep abreast of education and skills developments relevant to the Society's interests and provide timely briefings for the CEO.
- Create and manage a Skills & Education group with the Society's Member Bodies.
- Facilitate mapping of SocEnv registrations to green jobs and associated entry routes and career pathways.
- Contribute to the development of standards, processes and guidance.

- Collate and maintain an accessible and up-to-date information hub, including briefing materials on UK and international apprenticeships, vocational and technical education and associated policy – and using this to keep internal and external colleagues informed.
- Draft the Society's response to consultations on education and skills matters.
- In collaboration with the Employer Engagement Manager, manage the Society's external education and skills relationships.
- Work with colleagues to support SocEnv's engagement with external stakeholders including international partners.
- Represent SocEnv at external meetings and build strategic relationships with key partners.
- Act as the Staff lead for relevant committees/working groups as required: producing agendas, papers, reports and minutes, briefing Chairs and members as required, and delivering actions.
- Comply with data protection legislation and act responsibly on matters of data disclosure both internally and to third parties.

## **Person Specification**

### **Essential:**

1. Demonstrable knowledge of the HE and/or Apprenticeships sectors, with an awareness of the other key stakeholders in these sectors.
2. A keen networker, confident in building and developing effective working relationships internally and externally, including at a senior level.
3. An effective and compelling communicator, both in written work and in oral presentation – comfortable using a range of mediums of communication, including virtual platforms.
4. A competent researcher, able to analyse information to produce reports suited to a variety of audiences.
5. Confident and proactive, able to manage own time effectively and efficiently, prioritising where necessary to meet deadlines with minimal supervision.
6. Careful and methodical with data, with an eye for detail.
7. Experienced in managing several projects simultaneously.
8. A systems-thinker who can identify risks and problems and devise solutions.
9. A life-long learner, committed to acquiring, developing and applying specialist knowledge and understanding.
10. An effective team player.
11. Experienced in use of MS Office applications, especially Word, Excel and Outlook, to be able to produce well-formatted reports and spreadsheets.

### **Desirable:**

1. Experienced in working in a regulatory/professional body environment or similar, or in an education support function.
2. Educated to degree level or with relevant professional experience.
3. Connected to established networks within the education sector.

## How to apply

If you wish to apply for this role, 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) via the Change Agents UK [Careers Page](#). 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.

**Application Deadline:** 10am Monday 15<sup>th</sup> April 2024

**Telephone Interview:** w/c 15<sup>th</sup> April

**Interview Date:** 30<sup>th</sup> April 2024

**Anticipated Start Date:** ASAP

You are welcome to get in touch with us with any questions before applying – please email us at [applications@changeagents.org.uk](mailto:applications@changeagents.org.uk) or call us on 01572 723419.

Job offers will be subject to suitable right-to-work and reference checks.

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](http://www.changeagents.org.uk/information-employment-terms)

## About the Company:

The Society for the Environment (SocEnv) is the body responsible for the registration of environmental professionals around the world. They are the custodian of the Chartered Environmentalist, Registered Environmental Practitioner and Registered Environmental Technician professional registers, and since 2004 have established a sound platform as the body tasked with championing and registering the expertise of environmental professionals across sectors.

Working under the mandate of our Royal Charter as a partnership of professional bodies (currently 24), they are in a unique position, bringing together a range of disciplines and sectors to reflect the multi-disciplinary practice of environmental professionals. The Society uses this unique position to advance environmental good practice bringing together expert input from our registered environmental professionals and like-minded organisations.

As the climate and environment emergencies continue to develop, they aim to ensure that the decisions being made to effectively adapt to and combat current and future challenges are made by those with the proven competence to do so. This will also require more professionals – with SocEnv aiming to provide and promote pathways into such “green jobs”.

## 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:** 27 days plus 8 bank holidays (pro-rata if p/t or job sharing). Once day added for each year of employment up to five years.

**Company Schemes:** Up to 5% annual performance bonus

## Appendix 1: Change Agents UK Trading Ltd Opportunity Details

Change Agents UK Trading Ltd is acting as an employment agency as defined under the Employment Agencies Act 1973. Should you have any queries or require any further information on this role or the services we provide please contact [applications@changeagents.org.uk](mailto:applications@changeagents.org.uk) or call 01572 723419.

Placement Details	
CAUK Reference Number	<b>2488</b>
Placement job title:	Education Relationship Manager
Start date of the placement:	ASAP
End date of the placement:	N/A - Permanent
Actual hours of work per week: 'Full time equivalent' hours per week:	35 (part-time/job share / flexible working arrangements possible) 35
Days and hours of work: Please detail normal hours and any variables or expected rotas / shift patterns.	Generally, Monday – Friday 9:00 – 17:00, but with flexibility and job sharing welcome.
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:	6 months
Notice period:	1 month
Type of work:	Engagement and Networking / Technical Education Engagement
Location of work if different to Client's address:	The usual place of work is the employee's home address or other agreed location with suitable facilities for safe remote working. A remote desk assessment will be completed. Occasional travel for meetings. Future changes to usual place of work to be made by mutual agreement.
Rest breaks and rest periods given to employees:	Generally 1-hour unpaid lunch break
Client's collective facilities available to the employee:	N/A

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:	None Known
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
<b>Pay and Benefits</b>	
Salary (payable to a direct recruit or comparable employee): Please provide pay scales if available.	£32,000 - £45,000 per annum pro rata depending on experience
Sick leave and pay:	4 weeks at full pay. Following 10 weeks at two thirds pay. Following 14 weeks at half pay.
Mileage rate:	For first 10,000 miles (highly unlikely to exceed!) Car / vans at 45p per mile Motorbikes at 24p per mile Bicycles at 20p per mile
Any other expenses payable:	All reasonable business expenses will be payable.
Bonuses or commission payable (if applicable include any qualifying criteria):	Up to 5% annual performance reward.
Overtime rates payable (if applicable include any qualifying criteria):	Overtime pay is not generally paid. Consideration will be given to recognise excessive extra hours via time off in lieu, although these should be avoided wherever possible.
Any other remuneration:	N/A
Any other benefits:	Workplace Pension
<b>Annual Leave</b>	
Annual Leave entitlement and pay:	27 days + bank holidays (pro-rata if job sharing). 1 day added for each year of employment up to 5 years.
Closure Days (if applicable, please specify dates):	n/a