Role profile

Job title:	Project Manager – curriculum (Parental leave cover)
Reports to:	Senior Project Manager – curriculum
Direct reports:	Up to four student staff on guaranteed hours contacts
Location:	Home working anywhere in the UK
Working patterns:	0.6FTE - 0.8 FTE (21-28 hours per week) with regular UK-wide travel, possible international travel, with occasional early starts and late returns and approximately 10 overnight stays a year. Flexible work patterns, condensed hours and job share opportunities open to negotiation.
Pay band:	Band E, with a starting full-time equivalent salary of £32,289 per annum, rising to £36,843. Salaries will be pro rata for part-time employees, depending on contracted hours. Roles based in London receive an additional London weighting of £3,655 per annum, also pro rata for part-time employees. We offer an employer pension contribution of up to 6%, alongside life assurance for all employees enrolled in the pension scheme. We also provide guaranteed annual pay point increases and operate a cost-of-living pay increase policy.
Contract:	This is a 10-month fixed-term role starting in January 2027 linked with parental leave cover, with the possibility of a short extension depending on the colleague's return date.

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, campaigns and advocacy initiatives 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 our programmes benefit both the individuals and the organisations involved.

This role will be focused on our curriculum transformation work, including our longstanding Responsible Futures student led audit and accreditation for universities and colleges, our engagement with professional bodies in higher education, Future Schools and the set up of the National Union of School Students. 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 education programmes, projects, campaigns and advocacy initiatives tailoring delivery to suit the unique nature of the delivery setting.
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 project 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 and facilitate effective spaces for collaboration and project planning with a range of stakeholders, from students across all levels of education to policymakers
5. Contribute to the monitoring and evaluation of programmes, using both qualitative and quantitative data, collecting feedback, and writing reports.
6. Engage with school students, school staff, and education sector stakeholders, as well as providing ad hoc support.
7. Line management of student staff on guaranteed hours contracts, ensuring their personal growth and development.
8. 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.

9. Contribute to organisation-wide priorities such as major events, campaigns, and external communications.
10. Plan and deliver events that highlight our work and promote youth-led climate justice work within the wider education sector.
11. Support Senior Project Managers (SPMs) to ensure the continual improvement and development of our programmes and projects
12. Have the opportunity to represent SOS-UK across the sector, for example at conferences, on judging panels, speaking at events, or writing for publications.
13. Act responsibly and in line with SOS-UK policies and statutory requirements 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
The below are essential elements to the role and should be demonstrated before appointment and maintained in post.
Qualifications and experience
Relevant experience or an undergraduate degree
Experience of managing successful campaigns / education initiatives, including delivering training
Experience of developing and maintaining excellent professional relationships with stakeholders at various levels
Experience of report writing, including qualitative data analysis and synthesising information
Experience of working in, or with, universities or colleges and/or public facing organisations
Knowledge
In depth understanding of sustainability issues and solutions, the climate and ecological crisis, and climate justice
Excellent IT skills, including Microsoft Office programmes
Strong understanding of quality sustainability education, such as Education for Sustainable Development
Skills
Great people skills, especially the ability to enthuse others and to connect with a broad range of stakeholders
Strong project management skills, especially time management, and the ability to manage several projects and priorities at the same time
Excellent communication skills, specifically the ability to produce high quality, concise and well-presented communications

Confident and effective presenter, trainer, and public speaker
Ability to work with minimum supervision, including remotely and whilst travelling
Ability to coordinate and engage with volunteers effectively
Ability to take initiative, effectively prioritise tasks, and work flexibly
Attributes
Commitment to being an active part of an anti-racist organisation with intersectional climate justice as a core value
A positive and persuasive champion of sustainability issues
Commitment to high-quality delivery and excellent relationship management

Last updated: 27/10/2026