

JOB DESCRIPTION	
Job title:	Sustainability Programme Manager
Role purpose:	Overseeing and supporting the development and delivery of a portfolio of education sector-facing sustainability programmes
Salary grade:	Grade 7 (£37,099 - £41,732) plus 12.5% employer pension contribution
Location:	Home-based within the UK with regular UK travel including some overnight stays
Contract:	Permanent Full time (37 hours/week) – 0.8 and 0.9 FTE options and flexible working can be considered
Line manager:	Deputy CEO
Direct reports:	Carbon Project Officer
Benefits:	12.5% employer pension contribution Employee assistance programme Homeworkers' allowance 37 days' annual holiday, plus bank holidays and Christmas closure Cycle to Work scheme Where needed, home-office equipment
Date last updated:	August 2023

Role summary

We're looking for someone who can deliver a portfolio of programmes that have far reaching sustainability impacts across the tertiary education sector. You'll be proactive, have solid experience in project management and be committed to sustainability, social justice and education. As well as being able to think strategically and be highly organised, you'll have an approach that is practical, friendly and flexible.

Our programmes exist to inspire, drive, recognise and support sustainability action across universities, colleges and other post-16 education settings in the UK, Republic of Ireland and globally. Currently our portfolio includes:

- [Green Gown Awards](#)
- [Carbon Coalition](#)
- [SDG Accord](#)
- [Race to Zero for Universities and Colleges](#)
- [Sustainability Leadership Scorecard](#)
- [EAUC & SUMS consulting services](#)

Across the programmes you oversee, you'll be responsible for their successful delivery – working with colleagues, partners, participants, funders and wider stakeholders to create as much positive impact as possible. You'll manage the programme budgets, KPIs, project plans, communications and monitoring and evaluation using established systems and working with other colleagues to support you in this work.

The specific programmes, projects, and campaigns you will work on will vary over time as our projects, programmes and services evolve. You'll also have a role shaping our future work, contributing to funding bids and partnership development.

Across all our programmes, great communication and stakeholder engagement is key. Programme delivery is rarely linear so you must be comfortable in rapidly evolving and dynamic environments.

You will be flexible, self-led and able to work remotely and happy to work with colleagues to support wider organisation activities and targets.

Main duties and responsibilities

1. Develop and deliver budgets, KPIs, project plans and monitoring and evaluation for selected sustainability programmes, meeting additional funder requirements where required.
2. Recruit, manage and develop any direct reports so that they are able to carry out their assigned responsibilities, coaching and managing them to ensure relevant KPIs and individual objectives are met.
3. Build, create and revive positive relationships with EAUC members, funders, clients and stakeholders.
4. Represent the organisation within our membership and across the tertiary education sector, presenting and speaking at events to expand programme uptake and impact.
5. Lead original design for new initiatives as required, working with others to access funding streams to resource new projects and programmes.
6. Work with colleagues to ensure inspiring communication and marketing channels are in place for programme delivery.
7. Manage programme administration: maintain records using shared systems to ensure transparent, accurate reporting and compliance.
8. Developing and managing efficient data collection and benchmarking systems, using evidence to monitoring and evaluate programme success and inform future work.
9. Identifying ways in which programme management products, services and processes can be improved.
10. Deliver training interventions with programme partners and participants as required.

As with all EAUC staff, the role holder is expected to:

- centre equity, diversity and inclusion in your work and that of your team in order to foster culture change
- role model our desired organisational brand, values and behaviours
- ensure that EAUC is a beacon of effective organisational and sustainability practice for our membership and wider network
- undertake any other duties and responsibilities, commensurate with the grade of the post as directed by the line manager, to collaboratively support the organisation and colleagues to achieve shared goals
- actively engage in individual and team professional development activities
- carry out the responsibilities of this role in a resource efficient manner
- adhere to EAUC policies and practices, and actively support and promote the EAUC vision, mission and strategy.

This job description is a guide to the work the post holder will initially be required to undertake. It is expected that the job description will be reviewed regularly by the post holder and their manager and therefore may be changed from time to time to meet changing circumstances.

Personal specification

Essential elements should be demonstrated before appointment and maintained in post. Desirable elements can be developed and maintained once in post as needed.

Attribute	Essential	Desirable
Qualifications and knowledge	<ol style="list-style-type: none"> 1. Degree educated or equivalent experience 2. An understanding of the interconnected nature of sustainability and social justice 	<ol style="list-style-type: none"> 1. Sustainability professional qualification 2. Project management qualification 3. Knowledge of best practice in sustainability education
Skillset	<ol style="list-style-type: none"> 1. Excellent project planning, management and organisational skills 2. Demonstrable practical knowledge and professional experience working in sustainability 3. Strong inter-personal skills, with the ability to enthuse and empower others 4. Able to establish and maintain effective working relationships with educational institutions, sector bodies, Government departments, funders and other key stakeholders 5. Excellent oral, written and presentation skills with the ability to project credibility and engage different audiences through multiple communication channels and media 6. Ability to work simultaneously on multiple competing priorities 7. Strong attention to detail, with high accuracy and quality of output 8. IT literate, with a detailed knowledge of Microsoft Office software 9. Ability to work with minimum supervision 	<ol style="list-style-type: none"> 1. Data analysis skills 2. A passionate and persuasive champion of sustainability issues 3. Budget management and financial reporting 4. Bid and proposal writing
Experience	<ol style="list-style-type: none"> 1. Significant experience of delivering successful sustainability initiatives or projects from conception through to completion 2. Proven organisational skills including prioritisation and time management whilst working concurrently on several different 	<ol style="list-style-type: none"> 1. Experience in the tertiary education sector 2. Experience of monitoring and evaluating projects 3. Experience of embedding and enhancing equity,

	<p>projects</p> <ol style="list-style-type: none"> 3. Experience of partnership working – using strong leadership, diplomacy and where necessary negotiation, to bring together diverse voices to achieve a common goal 4. Proven ability to communicate effectively with diverse audiences both in-person, virtually, digitally and in written media 5. Experience of successfully managing a team 6. Business development, or programme growth, experience, in the context of identifying opportunities with existing as well as new partners 	<p>diversity and inclusion practices</p> <ol style="list-style-type: none"> 4. Experience of securing and working with sponsors 5. Experience delivering training and/or online events
Attributes	<p>The qualities of the post holder will include the following:</p> <ul style="list-style-type: none"> • Self-motivation and the ability to motivate others • Strong customer focus • A positive outlook and a professional manner • Ability to work under pressure • Creative approach to problem solving • Politically astute • Diplomacy and discretion when working with colleagues, trustees, members and partners 	
Circumstances	<p>Willing and able to travel regularly within the UK</p>	

Our approach to equity, diversity and inclusion (EDI)

We are committed to a programme of activity focused on both enhancing our own performance as an organisation and identifying opportunities to support the tertiary education's own EDI work. We have an EDI working group made up of both trustees and staff members to provide support and advice to ensure that we have a strategic approach to building a more equitable and diverse culture. You can find out more about our EDI work and progress on [our website](#).

Part of this work is encouraging and enabling greater diversity across our staff, trustees, volunteers and partners. We welcome applications from individuals from a diverse range of backgrounds, age, disability, ethnicity, gender, race, religion and sexual orientation.

We are a Disability Confidence Committed organisation and committed to fair work and pay.



We recognise that candidates from Black, Asian and Minoritised-Ethnic backgrounds and disabled people are under-represented in our organisation, and that there are often additional barriers present for people from these groups when applying for roles in the charity sector and beyond.

We are committed to taking positive action to expand the diversity of our staff team, and if you meet the minimum criteria for a role (at least 80% of the essential criteria in the person specification) and are from a BAME background and/or disabled, you'll be guaranteed an interview. It is important to note that this scheme guarantees an interview for candidates who meet the minimum criteria and tell us that they'd like to be considered under the scheme – it is an opt-in rather than automatic scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

We want to provide an inclusive experience for all those who want to apply for a role with us and to remove any barriers in our recruitment processes. For example, if you have difficulty applying online, we can send a paper application pack or support in other ways such as telephone or video call. For video calls, we can make use of closed-captioned subtitling. Please contact us to discuss your needs.

We operate an anonymised recruitment process. All identifying details including those relating to protected characteristics are removed by a different member of staff to those that are part of the shortlisting process until you're invited to interview at which stage your name will also be shared. If you have opted-in to our positive action scheme, your CV and covering letter will be shared with the interview panel without it being anonymised first. We use equal opportunity forms in our recruitment process to monitor our success in being accessible to all.

About us

The EAUC is the sustainability champion within Further and Higher Education in the UK and Ireland. We are a member association supporting tertiary education providers across the UK and Ireland as well as globally. From starting out as a voluntary organisation in 1996, we have grown to represent institutions with over 4.5 million students and nearly 600,000 staff with a spending budget of over £43 billion. We help leaders, academics and other professionals in post-16 education institutions put sustainability at the heart of what they do. The EAUC is an independent registered charitable company.

We want our people to succeed both in work and life. To support this we promote a healthy, productive and flexible working environment that respects work-life balance. We are a fully home-based organisation and we work hard to make sure our staff are well connected to one another, to our members and to the sector.

www.eauc.org.uk