

Job Profile

Green Skills Project Support Officer

Grade: 5

Date created: May 2026

About the Job

This role focuses on developing and promoting accessible resources to help students, job seekers and 'up-skillers' to access information about how to train, upskill or reskill for careers in the clean energy and green economy.

The postholder will work closely with the Green Skills Coordinator and as part of the Gloucestershire Careers Hub team, to help improve local careers education and contribute to the county's growth and net-zero objectives.

They will play a pivotal role in developing and promoting Gloucestershire's clean energy and green skills initiatives by researching and mapping both in-county and nationally available education and training pathways. They will help to raise the profile of careers related to retrofit, clean energy, carbon reduction, and environmental sustainability and increase awareness of green job opportunities and pathways for all ages.

This is what we need you to do...

- Research and collaborate with universities, colleges, schools, and training providers to identify, map and promote green skills education and training pathways, entry points, and progression routes.
- Monitor local labour market information, emerging needs, trends, and skills gaps and develop resources on careers and job opportunities across Gloucestershire.
- Ensure information on apprenticeship pathways, technical routes, and qualifications is available, is clear, up to date, and promoted locally.
- Ensure that information is presented with creativity and appropriate to audiences on various social media platforms and websites
- Stay informed about local and national green skills strategies, policies, and developments in order to keep the pathways information up-to-date and relevant.
- Support the organisation of events by producing information, materials, and assisting with the administration.
- Maintain and update the resource hub to ensure accessibility and relevance for all audiences.

- Actively engage with communities and groups that are typically underrepresented in science, technology, engineering, and environmental sectors, to raise aspirations and promote career opportunities, including women, people with disabilities, ethnic minorities, and those from lower socio-economic backgrounds.
- Work with Housing Partners to develop marketing materials, to help increase uptake of green skills training and upskilling for their tenants.
- Monitor project outcomes, ensuring resources and pathways remain relevant and effective and that value-for-money is achieved.
- Support the Careers Hubs with the work undertaken with schools and career leaders by providing them with the relevant information.
- Report to senior leaders on data metrics on targets for green skills and identify any gaps for consideration for further development.
- Keep updated with local and national green skills strategies, policies, and developments in order to keep the pathways information up-to-date and relevant.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review, and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Knowledge, Skills and Understanding

- An interest in the clean energy and green skills ecosystem and emerging trends.
- Knowledge of education and training pathways, including apprenticeships and technical routes.
- Ability to undertake research and present the facts and findings through different channels of communication
- Excellent communication and interpersonal skills, with the ability to influence and engage diverse audiences.
- Ability to build strong relationship with schools, universities, employers and training providers. -
- Ability to craft compelling messages and manage promotional campaigns.
- Highly organised, able to prioritise tasks and manage multiple projects in a dynamic environment.
- Skilled in measuring impact and driving performance.
- Competent in using digital tools, IT systems, and social media platforms to raise awareness and promote resources.
- Strong Administration skills

Experience

- Use of on-line tools for delivery of one to one and one to many activities – e.g. Teams, Zoom etc
- Experience working with stakeholders and partners on a multi-organisation basis.

Behavioural attributes

- Aligns with [Gloucestershire Employee Values](#) and behaviours.
- Positive and “can do” attitude.
- Ability to manage competing priorities effectively.
- Ability to use initiative and be proactive.
- Ability to build credible and effective relationships with stakeholders.
- Excellent interpersonal skills, able to work independently & as part of a team.
- Excellent organisation and ability to meet deadlines.
- Ability to work on own initiative and respond quickly to changing priorities

Education & Qualifications

- Educated to Level 3, NVQ, BTEC, A levels or equivalent.