

Job Profile

Green Skills Project Support Officer

Career Grade: 5

About the Job The post-holder will be responsible for developing and promoting accessible resources to help residents access information about in the clean energy and green economy. They will work closely with the Green Skills Coordinator and the Gloucestershire Careers Hub team, to help improve local careers education and contribute to the county's growth & net-zero objectives

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.
- 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.
- Maintain and update a central resource hub to ensure accessibility and relevance for all audiences.
- 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.
- Be responsible for all aspects of project governance, managing gateway approvals, maintaining change control and ensuring that corporate requirements are met

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.

The ideal candidate will have...

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.

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
- familiarity with AI tools and prompt engineering

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

Essential

- Good levels of numeracy and literacy (evidenced by GCSEs Grade A–C or equivalent)
- Educated to Level 3, NVQ, BTEC, A levels or equivalent.