

## **Education and Engagement Manager Job Profile**

**Job Title: Education and Engagement Manager**  
**Job Grade: Level 4, Zone 2**

### **About North London Waste Authority (NLWA)**

Our mission is to preserve resources and the environment for future generations by exemplary planning, innovation, and communication in managing north London's waste.

We serve two million residents in seven boroughs and run communications and engagement campaigns to help them reduce their rubbish and recycle more. We campaign for government and industry action to reduce unnecessary single-use items, encourage reuse and repair and promote effective recycling. We deliver an education programme at our new education centre in Edmonton and in schools across north London, helping students learn about sustainability, reduce waste and embed long-term environmental habits.

To help tackle the climate emergency and to prevent rubbish going to landfill, we are building the greenest Energy Recovery Facility in the country and modern recycling facilities at the Edmonton EcoPark, through the [North London Heat and Power Project](#).

NLWA staff are employed by London Borough of Camden and benefit from Camden's recruitment, pension, and HR policies.

### **About the role**

The Education and Engagement Manager will manage the Authority's schools outreach programme, In the Know, promoting circular economy principles and sustainability. The role involves planning, delivering, and evaluating a comprehensive programme of activities in schools across north London, ensuring that each initiative is engaging, impactful, and aligned with current educational standards. Key responsibilities include:

- Managing the programme and its stakeholders, ensuring deliverables are tracked, risks are mitigated, and the programme is delivered within scope and budget.
- Overseeing the annual application process for In the Know, ensuring that the opportunity is promoted effectively through a variety of communications channels
- Developing and delivering innovative programme content, monitor its success, and evaluate its impact to keep it relevant and engaging for schools
- Working closely with the Education Strategy Manager to expand In the Know to secondary schools, tailoring its activities to meet the needs of Key Stages 3 and 4.
- Managing and fostering effective relationships with schools across north London, including headteachers, teachers, and educational professional to integrate the programme into participating schools.

- Identifying opportunities for campaigns and initiatives within the External Relations team to be tailored and rolled out to schools around north London where appropriate.
- Collaborating with constituent borough officers to align the programme with local educational initiatives and priorities.
- Providing regular progress reports to senior officers, detailing the delivery and outcomes of the programme, highlighting successes and areas for improvement.
- Ensuring all school activities are thoroughly risk-assessed and comply with the Authority's safeguarding policies.
- Leading on the planning and delivery of an annual awards ceremony at EcoPark House, celebrating the achievements of participating schools and students.
- Supporting activities at EcoPark House, including hosting tours and facilitating interactive, curriculum-linked sessions to provide students with hands-on learning experiences in sustainability and the circular economy.
- Managing the Authority's Education Hub, ensuring that content is maintained and refreshed, gathering feedback from schools to ensure its fit for purpose

### **About you**

You bring significant experience in managing sustainability-related projects and outreach programmes.

You have a strong background working with young people in educational settings

You are skilled at navigating school structures, engaging with various groups such as headteachers, governors, and senior leaders

Your strong communication skills enable you to confidently interact with diverse stakeholders and convey information clearly, both orally and in writing

You have demonstrated experience in designing and developing impactful outreach programmes

Your excellent project management skills ensure you can handle a varied workload involving multiple stakeholders and meet competing deadlines effectively

You are highly organised, self-motivated, and take initiative in delivering to your work to a high standard

You are confident supervising and motivating staff, ensuring they are empowered to produce high-quality work

You apply effective evaluation methods to demonstrate project success, measure impact, and drive continuous improvement.

A valid clean UK driving licence is an asset for this role

The successful applicant will be required to undertake a DBS check.

**Work Environment:**

The NLWA offices are in Tottenham Hale; 2 minutes from the Tube station with great service and amenity links close by. The post holder will also be expected to work at the EcoPark in Edmonton, and at various schools across north London.

The post holder will be required to coordinate their work with others, deal with a variety of conflicting deadlines often daily and communicate efficiently and flexibly with north London's diverse communities.

Hours of work may exceed working hours (i.e. a start time before 9am and finish time after 5pm) and you will be expected to remain flexible to accommodate for this. Any time worked in excess of your working hours will be taken as time off in lieu.

**People Management Responsibilities:**

The Education and Engagement Manager will have line management responsibility of the Education and Engagement Officer. The post holder will also be expected to supervise the work of other members of the team when required.

The post holder may be required to provide line management for additional temporary or seasonal staff.

The post holder may be required to brief, manage, and oversee work delivered by contractors.

**Relationships:**

The post holder will report to the Education Strategy Manager and work alongside other members of the Education team. The Education team sits in the wider External Relations service, which consists of the Communications and Waste Prevention teams.

The Education and Engagement Manager will be required to liaise with a range of external organisations, including a number of schools. They will also work closely with colleagues in the constituent boroughs. This work requires the ability to communicate at all levels with audiences that have varying degrees of knowledge and understanding, to maintain stakeholder relationships.

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

We want Camden Council (NLWA) to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,