



## **Engagement Officer**

**Location:** Southampton (hybrid working), with regular travel across Hampshire

**Salary (per annum):** £26,500 to £29,300 (FTE worker), depending on skills and experience.

**Type of opportunity:** 18-month fixed term contract. 22.5 to 37.5 hours per week

### **Overview**

As Engagement Officer, you will deliver a range of activities, working with communities, and individuals across Hampshire to raise awareness of affordable warmth, air quality and sustainability issues and increase engagement with our advice and support services. You will support our community outreach activities and engage with stakeholders.

The successful applicant will be an excellent verbal and written communicator with good attention to detail. We are looking for someone who is highly organised, enthusiastic and customer focused, with a passion for helping others.

We will consider applications for a minimum of 22.5 hours per week.

### **About tEC**

Established in 1993, the Environment Centre (tEC) is an independent charity that aims to help people keep warm and well in their homes, reduce carbon emissions and improve sustainability. We do this by supporting others to take action, working with individuals, community groups, charities, schools, businesses and local government. We are the trusted local centre for information and support for home energy efficiency and sustainability.

We work across Hampshire and our current projects focus on energy efficiency, affordable warmth, sustainable living and air quality. You can find out more about our work here: [www.environmentcentre.com](http://www.environmentcentre.com)

### **What's in it for you?**

This is a great opportunity to work for an organisation that is passionate about the environment and helping people.

You will be given support and training on energy efficiency and affordable warmth issues and will gain qualifications such as City & Guilds Energy Awareness, Fuel Debt in the Community and Making Every Contact Count Healthy Conversations.

You will have opportunities to develop your communication skills and stakeholder engagement experience. You will gain skills including event planning and project delivery.

We offer hybrid working (a mix of office and home based), a supportive team culture and generous holiday leave.

There may be an opportunity to extend the role beyond the initial contract period; however, this will depend on funding availability, timing, and the success of the post holder in the role.

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**We need:**

A team player with a passion for helping people. You have the ability to problem-solve and take initiative to successfully implement your own ideas.

Using your strong organisational and communication skills you can engage and inspire diverse groups of people to get involved in affordable warmth, air quality and low carbon initiatives, whilst effectively prioritising your work in a busy and dynamic environment.

**You are:**

- An outstanding communicator with excellent interpersonal skills, you are able to comfortably express yourself verbally and in written text to a variety of different audiences.
- Comfortable delivering a range of engagement activities such as providing information and advice at events and outreach (face to face and virtual)
- A creative and innovative thinker and problem-solver who can formulate ideas and appropriately execute them
- Sensitive to the complexities of affordable warmth, air quality and sustainability themes
- Committed and motivated to complete the project and deliver project aims.
- IT literate in Microsoft Office applications
- A conscientious organiser, able to plan and organise your work appropriately.
- Self-motivated, with the ability to work unsupervised and as part of a team.
- Able to motivate others into action and able to build rapport quickly.
- Interested in tackling fuel poverty and encouraging sustainability.

**In an ideal world, you are also:**

- Familiar with the challenges of providing advice and support to vulnerable households.
- Experienced in organising a range of events, including online, and developing presentation/training materials
- Experienced in project delivery and administration.
- Well versed in affordable warmth topics
- Experienced or hold a relevant qualification in communications or public engagement.
- Experienced in home energy efficiency and affordable warmth projects or hold a relevant energy qualification e.g. relevant degree; City & Guilds Energy Awareness.
- In possession of a clean (car) driving licence with access to your own vehicle to attend meetings and events.

**Key Responsibilities and expectations**

- Work collaboratively with colleagues to effectively identify and engage stakeholders in Hampshire communities.
- Deliver a range of initiatives to engage with residents, frontline workers and other stakeholders on affordable warmth, air quality and sustainability.
- Organising and running events, delivering training sessions and supporting tEC staff to increase interaction with our projects and services, this could include developing links with target communities, participating in door knocking and preparing mail-outs as part of specific campaigns
- Provide appropriate advice where necessary, by telephone, email, or in person, on affordable warmth, air quality and sustainability topics
- Contribute to tEC communications including photos, case studies, social media, website content and press.
- Monitor and report on progress against objectives, using quantitative and qualitative data.
- Support other administrative work to contribute to overall tEC objectives, as required.

Any other duties relevant to the work of the post holder may be assigned as requested by Senior Management. In addition, the post holder must comply with tEC's general expectations of all employees.

**Conditions**

The full-time position will require a minimum commitment of 37.5 hours per week. There will be a six-month probationary period for this role. Some weekend and evening work will be required due to the nature of the role. tEC operates a time of in lieu (TOIL) system.

We offer a generous holiday allowance. For full time employees this is 35 days which includes statutory holidays and the office closure dates between Christmas and New Year.

The post holder will be expected to travel independently across Hampshire. Whilst we promote sustainable travel sometimes it is necessary to travel by car.

We will pay fees and expenses for attendance on relevant training courses and any expenses incurred in the course of your work will be reimbursed in accordance with tEC's staff expenses policy.

The Environment Centre (tEC) operates a personal pension scheme.

This role is subject to an Enhanced Disclosure endorsed by the Disclosure and Barring Service.

This role is not eligible for UK Visa Sponsorship – the successful applicant will need to have a pre-existing Right to Work in the UK in order to be offered an employment contract.

**Application procedure**

Candidates must return a completed application form by email to [jobs@environmentcentre.com](mailto:jobs@environmentcentre.com) no later than **5pm, Friday, 9<sup>th</sup> January 2026**. Interviews are intended to be held **w/c 19<sup>th</sup> January 2026**.

If you have not heard from tEC by 2pm on Thursday 15<sup>th</sup> January, please assume that your application has been unsuccessful.

If you need additional support through the recruitment process, please contact [jobs@environmentcentre.com](mailto:jobs@environmentcentre.com) or call 02380 336172 to discuss alternative arrangements.