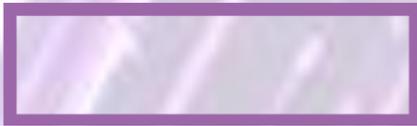




The Institution of
Engineering and Technology



Creating a world of better opportunities

Job description

Change Manager – Networks and Communities

Hybrid - Stevenage

Fixed Term Contract

Grade 10

Full Time - 35 Hours per Week

Reports to: Global Networks and Communities Manager

Where the role fits

Governance and External Engagement (GEE) is a specialist hub for teams and professionals who support the IET in delivering effective and impactful corporate support, governance and compliance to leading on the charity's fundraising initiatives and growth.

Across several centres of excellence, GEE brings together the teams responsible for developing and managing our dedicated global network of volunteers, who champion our voice and help progress the engineering and technology topics that matter. Our Technical Regulations team works with experts to produce and update the IET Wiring Regulations, the UK's national standard for electrical installations, as well as other guides. GEE's policy team strives to inform and influence government policy, engaging with our community of experts, and our EDI team endeavours to knock down the barriers many face in achieving a rewarding career in STEM (Science, Technology, Engineering and Maths).

Purpose of the role

The Change Manager plays a key role in supporting the successful transition to a new IET Communities delivery model across Local Networks, Technical Networks, and other recognised IET Communities. Working closely with the Global Networks and Communities Manager, the role focuses on ensuring volunteers and stakeholders understand the change, feel supported throughout the transition, and are able to adopt new ways of working effectively.

The role spans engagement across Local Networks, Technical Networks, and cross-community activity, working with Chairs, committees, regional structures, and IET teams to coordinate change activity and maintain strong collaboration. The Change Manager will support volunteer readiness and capability building, facilitate effective communication and engagement, and monitor progress, risks and feedback to inform continuous improvement.

The Change Manager will also work closely with the Transformation Office to ensure all activity aligns with the IET's Change Delivery Framework, supporting a consistent and structured approach to change that delivers sustainable outcomes for the organisation and its volunteer community.

Our leadership charter

Leadership is important. It helps create the culture that we need to be a success – as individuals, as teams and as an organisation. As part of our framework, we have four behaviours we specifically look for in our leaders:

- **Shares vision** – by setting a clear shared vision of success for the organisation
- **Sparks engagement** – by empowering, inspiring, and developing people
- **Skilfully executes** – by setting stretching performance expectations, reviewing progress, and holding people to account to deliver planned outcomes
- **Sustains progress** – by recognising achievement and encouraging continuous improvement and experimentation

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- Support the Global Networks and Communities Manager to identify key volunteers, assess their influence and impact, and understand readiness for change.
- Work with the Global Networks and Communities Manager and Communications team to develop and implement engagement plans and processes, manage resistance and ensure volunteers continue to have a meaningful voice in shaping the new model and its implementation.
- Support volunteer readiness and capability building, helping individuals and groups understand changes and adapt effectively.
- Maintain regular engagement with the network community, Community Resourcing Committee and Volunteer Engagement Board, working closely with committee Chairs to support alignment and momentum.
- Coordinate change and transition activities, including tracking milestones, dependencies and delivery timelines.
- Facilitate effective collaboration between staff and volunteers, supporting shared understanding, trust and constructive working relationships.
- Monitor progress, risks, issues and feedback throughout the change process, escalating concerns and contributing to continuous improvement of the approach.
- Support leaders, both staff and volunteers, to advocate and drive change.
- Ensure changes are embedded after go-live, reinforcing and monitoring adoption.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Deliver operational excellence:** You'll be responsible for the efficient and effective execution of day-to-day tasks and projects, ensuring they align with organisational goals.
- **Collaborate for success:** You'll work closely with colleagues across departments, fostering open communication and a collaborative environment to achieve shared objectives as a One IET team.
- **Support continuous improvement:** You'll actively participate in identifying areas for improvement and implementing solutions to enhance efficiency and effectiveness within your area.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development your team to achieve their full potential, fostering a positive and inclusive work environment.
- **Enhance team strengths:** You'll support your team in understanding and using their individual strengths to improve productivity and engagement, ensuring everyone can contribute effectively.

Skills and experience required

- Proven experience in change management, organisational change, or complex stakeholder engagement environments. Experience of supporting cultural and/or behavioural change would be advantageous.
- Strong communication and facilitation skills, with the ability to explain change clearly, listen actively, and adapt messaging for different audiences.
- Demonstrable ability to work collaboratively with both volunteers and employees, building trust and maintaining positive engagement through periods of change.
- Experience of working within, or alongside, volunteer-led or membership organisations.
- Understanding of change management principles and approaches; formal change management training or certification (e.g. Prosci, APMG, equivalent) would be advantageous.
- Ability to use data, feedback and insights to assess change impact and inform decision-making.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Collaborative communication:** You'll possess excellent written and verbal communication skills with a focus on active listening, clear communication, and building strong relationships with colleagues.

- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively, manage your workload to meet deadlines consistently, and ensure project deliverables are achieved on time and within budget.
- **Technical and operational expertise:** You'll possess a strong understanding of the relevant technical or operational area, coupled with a strategic mindset and problem-solving skills to identify and implement solutions to ensure smooth delivery.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Promoting a positive and inclusive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, teamwork is valued, and collaboration thrives.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>CK, GEE Director</i>	<i>02.2026</i>
<i>Strategic People Partner</i>	<i>JW, Strategic People Partner</i>	<i>02.2026</i>

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.