



Change Agents UK

CAUK Reference: 2522

BRODIE

Sustainability Analyst Intern Job Description

Job Title:	Sustainability Analyst Intern
Location:	London
Employer:	Change Agents UK Trading Ltd
Client:	BRODIE Consulting Ltd
Number of Positions:	1
Salary (per annum pro rata):	£30784 per annum pro rata
Start Date:	ASAP
Contract:	12 weeks

Potential for extension or longer-term contract, subject to funding and performance.

Job Snapshot:

This is a great opportunity for a confident, agile and inquisitive individual seeking a career in sustainability consultancy. You will work with BRODIE to make a real difference in the business world.

The Opportunity:

BRODIE is a business consultancy specialising in helping large organisations to operate responsibly and ethically. We have big ambitions and are growing fast. Founded in April 2018, our client list includes major international retailers, industry leading food businesses and some of the world's largest consumer goods companies.

At BRODIE you will collaborate with a small but growing team of super-achievers and learn in a fast-paced environment with a vast array of clients and industries where you can see your impact in the business daily.

Visit www.brodiepartners.com to see our core services and areas of expertise.

In addition to the role and its benefits you will be enrolled on to the Change Agents UK Sustainability Leadership Skills programme. You can benefit from networking with peers, 1:1 coaching to focus on your professional development and a series of workshops covering our three key areas of study; personal effectiveness and work skills, concepts and theories and engagement, influence and impact.

About the Role:

We're looking for an Analyst to join our team on a three-month internship. You will be working on a range of strategy, engagement, communications, and operational projects for UK-based and international clients under **three key responsibility areas**:

Client project delivery

- Conducting desk-research on sustainability trends and innovations.
- Writing briefing papers for clients on key topics.
- Supporting the creation of training and engagement programmes.
- Crunching numbers and datasets, making sense of complex information and hunting down the most salient facts.

- Providing project managers with administrative support on timelines, meeting scheduling and planning, agendas, recording notes and actions.

Knowledge management and continuous learning

- Sharing research and insights with the wider team.
- Preparing presentations, research materials and written reports.

Organisational Management

- Support operation of projects in line with the overall BRODIE processes and systems
- Attend BRODIE team meetings and training, project updates and trainings.

We need:

We are looking for a candidate who has a genuine passion for making a difference and a desire to work with the business world to achieve that. You will be inquisitive, have excellent communications skills and be able to maintain high standards while managing competing priorities and hitting deadlines.

Person Specification

- Passion for creating a sustainable, healthy, resilient, and equitable society.
- Strong verbal and written communication skills.
- Strong analytical skills – able to analyse and synthesise datasets and information.
- Strong organisational capabilities and attention to detail.
- Proficiency with the Microsoft suite of applications such as Excel, Word, and PowerPoint.
- General familiarity with AI models and application
- Flexible and able to work on a range of projects and grasp new subject areas quickly.
- Motivated, proactive, and passionate to always do great work.
- A positive attitude, a committed work ethic and an ability to interact professionally with colleagues and clients.
- Keen to learn, develop and grow, personally and professionally
- Education or experience with applicable relevance, e.g. business, international affairs, geography, environmental studies, etc. Those with experience or familiarity in the corporate or business space would be particularly desirable, as BRODIE can help you build and integrate sustainability knowledge.
- Desire to work in sustainability consulting demonstrated by relevant course work, interest, or internship experience.
- Relish the challenges and opportunities of working in a small team in a fast-paced environment.

How to apply

If you wish to apply for this role, please complete the application form and submit a CV via <https://changeagents.zohorecruit.eu/jobs/Careers> Alternatively, if you have any issues with your application or the external links do not work, please email applications@changeagents.org.uk and we can send you the application questions.

Application Deadline:	29/03/2026
Telephone Interview:	W/C 30/03/2026
Interview Date:	Date TBC
Anticipated Start Date:	TBC

You are welcome to get in touch with us with any questions before applying – please email us at applications@changeagents.org.uk or call us on 01572 723419.

Job offers will be subject to suitable right-to-work and reference checks and the successful applicant may be required to undergo a DBS check.

Change Agents UK is committed to reducing inequality, valuing diversity and enabling inclusion. We welcome applications from people from all parts of the community, particularly where there is under-representation. If you need additional support to enable you to complete the application process, please contact us.

Information on placement terms can be found at www.changeagents.org.uk/information-employment-terms

About the Company:

BRODIE is a business consultancy specialising in helping large organisations to operate responsibly and ethically. BRODIE is an equal opportunity employer and is committed to providing an environment where *all* people feel welcome, respected, and free to be you.

Visit www.brodiepartners.com to see our core services and areas of expertise.

Change Agents UK:

Change Agents UK Trading Ltd works as a non-profit sustainability employment business and agency and is wholly owned by Change Agents UK Charity. Change Agents UK have worked in Sustainability education and employment for nearly 30 years, supporting our partners to create superb opportunities in sustainability, delivering real impact and change and providing training and skills support for our Change Agents on placement.

Benefits:

Annual Leave: 25 days plus 8 bank holidays per annum pro rata

Pension Information: CAUK Pension Scheme

Appendix 1: Change Agents UK Trading Ltd Opportunity Details

Change Agents UK Trading Ltd is acting as an employment business as defined under the Employment Agencies Act 1973 and will employ the successful applicant under a contract of service for the duration of the placement. Should you have any queries or require any further information on this role or the services we provide please contact applications@changeagents.org.uk or call 01572 723419.

Placement Details	
CAUK Reference Number	2522
Placement job title:	Sustainability Analyst Intern
Start date of the placement:	ASAP
End date of the placement:	12 weeks after start date
Actual hours of work per week: 'Full time equivalent' hours per week:	40 40
Days and hours of work: Please detail normal hours and any variables or expected rotas / shift patterns.	Monday to Friday, 9am – 6pm
Where applicable please provide details of any terms and conditions which would apply to the agency worker in relation to night work:	n/a
Probation period including any conditions:	1 month
Notice period:	1 week
Type of work:	Sustainability Consultancy Analyst – Research
Location of work if different to Client's address:	Hybrid – working at least 3 days in the office 6.03 York House. 221 Pentonville Road, London, N1 9UZ
Rest breaks and rest periods given to employees:	1-hour unpaid lunch break
Client's collective facilities available to the employee: E.g. canteen, childcare facilities and transport services, toilets and shower facilities, prayer rooms	Communal Office
Any known health and safety risks and the steps the client has taken to reduce the risks:	None known
Any experience training, qualifications or authorisation necessary or required by law or a	The Right to Work in the UK

professional body to do the role (if none, please state so):	
Does the position involve working with vulnerable people*:	No
Pay and Benefits	
Salary (payable to a direct recruit or comparable employee): Please provide pay scales if available.	£30784 per annum pro rata
Sick leave and pay:	CAUK Policy
Mileage rate:	n/a
Any other expenses payable:	n/a
Bonuses or commission payable (if applicable include any qualifying criteria):	n/a
Overtime rates payable (if applicable include any qualifying criteria):	n/a
Any other remuneration:	n/a
Any other benefits:	Pension Scheme
Annual Leave	
Annual Leave entitlement and pay:	25 days plus 8 Bank Holidays per annum pro rata
Closure Days (if applicable, please specify dates):	n/a

Appendix 2: Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

General Information

Your name:	TBC – Brodie Sustainability Analyst Intern
Name of employment business:	Change Agents UK Trading Ltd
Your employer (if different from the employment business):	n/a
Type of contract you will be engaged under:	Contract of Service
Who will be responsible for paying you (if different from your employer):	n/a
How often you will be paid:	Monthly
Expected or minimum rate of pay:	£ 30,784 per annum pro rata 40 hours per week
Rate per hour =	£ 14.80
Deductions from your pay required by law:	PAYE (Income Tax) Tax Year 2026/27 – 20% on earnings over £12,570 and up to £37,000. 40% on earnings over £37,701 and up to £125,140 Employee's National Insurance Tax Year 2026/27 at 8% on income over £12,570 per annum Employee's Pension Contributions Tax Year 2026/27 – based on employee contributions of 5% of total earnings, adjusted for 20% tax relief, making the deduction from gross pay 4% in real terms. Student Loan – based on Plan 2, earning over the 2026/27 threshold of £29,385 per annum and repaying 9% on earnings over that threshold
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None

Annual leave entitlement and pay:	Holidays:	25 per annum pro rata
	Bank Holidays:	8 per annum pro rata
	Total:	33 per annum pro rata
Additional benefits:	None	

EXAMPLE PAY

Example Gross rate of pay:	£ 2,565 per month	
Deductions:	PAYE Income Tax	£ 304 per month
	Employee's National Insurance	£ 121 Per month
	Employee's Pension Contributions	£ 103 per month
	Student Loan	£ 10 per month
Any other deductions or costs from your wage:	None	
Any fees for goods or services:	None	
Example net take home pay:		£ 2027 per month