



Education Project Officer Contract Job description

Position: Education Project Officer

Location: Surabaya, Indonesia - Remote

Contract: Project-based, fixed term contract until June 2026

Who we are looking for

We are seeking an Education Specialist who will play a crucial role in contextualizing our tried and tested education programme for Indonesia. The Education Project Officer will use their in-depth understanding, local expertise, and relationship building skills to define and deliver our strategic ambition for a global education curriculum, including a pilot launch in Indonesian schools.

Applicants will need to be knowledgeable of the Indonesian education system and have experience in delivering workshops for children and building teacher capacity through training. It's important that they have a good understanding of local teacher needs and school networking as well as the ability to effectively engage with schools through targeted outreach efforts.

A strong applicant will need to be confident, approachable, and highly motivated to engage with diverse audiences and stakeholders. We need a positive go-getter who is passionate about making a difference!

Responsibilities

- Adjust, contextualise and translate educational resources and supporting materials for launch in Indonesia
- Lead program promotion to local educators and ensure sign up from minimum 10 schools in the Surabaya area
- Ensure relevant program delivery design for Indonesia's education audience (students and teachers)
- Coordinate and deliver engaging teacher training events, equipping educators and facilitating the implementation of Common Seas Education materials
- Support 10 Surabaya schools in the completion of the Plastic Clever Schools award through the delivery of digital and in-person activities (including assemblies and workshops for students) and digital submission of evidence.
- Manage data and feedback to analyse the uptake and implementation of Common Seas resources

Additional Responsibilities

- Ensure that all Common Seas project and work management requirements are delivered, including weekly reports, regular 121s and appraisals.

- Contribute to resource updates and adaptations, ensuring education materials remain relevant and best-in-class.

Deliverables & Timeline

- Immediate start
- Contribution to Indonesian contextualization of Common Seas' Global Education Curriculum by July 2025
- 10 Surabaya schools have completed the PCS program by June 2026
- Clear deliverables and timelines will be outlined in supporting workplan.

Person Specification

E = Essential; D= Desirable

Education and Training	
Postgraduate or professional qualification in relevant field (ideally education or core subject)	E
Experience	
Minimum 2 years' experience working in education (formal or informal setting) in Indonesia	E
Strong understanding of teacher needs and networks, and experience in shaping effective targeted outreach	E
Experience of delivering Environmental Education programmes with schools.	D
Knowledge and skills	
Excellent presentation skills and confidence speaking to a range of audiences (online and in person)	E
Understanding of teacher needs and networks, and experience in shaping effective targeted outreach in Indonesia	E
Ability to work independently and the determination to overcome obstacles and get things done.	E
Excellent verbal and written communication skills (English and Indonesian)	E
Ability to work at pace and to tight deadlines, consistently delivering to the highest standards; takes the initiative and works well under pressure.	E
Ability to work professionally and collegially within a remote and agile team	E
Knowledge of environmental sustainability issues, particularly around plastics and climate change	D
Values & personal attributes	
Confident, approachable and collaborative individual, motivated to get into schools and engage with a wide range of students (primary and secondary) and teachers.	E
Committed to working hard together	E
Commitment to Common Seas mission.	E



Why Common Seas?

Common Seas believes children and young people should be equipped to thrive in a world affected by climate change, while helping to create a greener, fairer and more sustainable future.

Common Seas Education provides teachers with valuable, hands-on learning resources, experiences and professional development focused on plastic and its growing role in the climate crisis.

Through this provision we aim to equip every child with a deep understanding of sustainability and climate change, enabling them to make positive changes within their homes, schools, and communities.

Our curriculum-linked lesson packages have already been downloaded over 100,000 times by teachers. In addition, more than 1,300 schools around the world are taking action towards reducing plastic waste through our Plastic Clever Schools award.

Children represent the future leaders, innovators, artists, engineers, and citizens of tomorrow — it is crucial that they can obtain the skills, knowledge and experiences needed to contribute towards building a better future that is freed from plastic pollution.

Common Seas Culture

We are expert collaborative partners, driving systemic change with commitment and a courageous spirit, to protect our ocean, our health, and our future.

These core values are at the heart of the Common Seas team:

Collaborative partners:

As expert partners, we value the diversity of our experience and the power of the collective. Together, we deliver exceptional work.

Learning from others makes us stronger, and we actively seek out opportunities to build our skills and expertise. We are always happy to forge new connections and exchange expert knowledge.

We're proud to be part of a vibrant network, working as professionals, with pragmatism, humility and respect.

Courageous spirit:

At our core, we are optimistic, curious, and courageous.

Our sense of purpose inspires us to take bold action in the pursuit of ambitious goals. We love to take the initiative, approaching our mission with courage, celebrating our successes, and recognising any setbacks as opportunities for learning and growth.



We inspire through compelling evidence and powerful stories, bringing a sense of hope to the journey.

Committed to systemic change:

We're committed to delivering measurable impact through positive, practical solutions rooted in real-world experience.

We are a catalyst for systemic change. Tackling plastic together, for our ocean, our health and our future.

To apply for this role, please submit:

- a CV
- a cover letter explaining your skills relating to the role, your ability to engage schools in Surabaya and your expectation relating to a day rate or project fee

Applications should be submitted by email to education@commonseas.com