



Job Description – Professional Development Coordinator (Training)
(Full Time – 37.5 hours per week)

Location: Ampfield, nr Romsey (with a significant degree of home-working optional)

Purpose of the post: The Chartered Institute of Ecology and Environmental Management (CIEEM) is the professional membership body for applied practitioners of the science of ecology and environmental management. CIEEM aims to be the market leader in providing opportunities for professional development of ecologists and environmental managers. The postholder will help CIEEM to achieve this ambition by leading on the organisation of our training programme, and managing other professional development activities that are underpinned by our Competency Framework.

Key Result Areas:

1. Strategy and Planning

- i. Supporting the Professional Development Manager in the strategic development of new Professional Development Programme projects and activities.
- ii. Contributing to the development of wider CIEEM strategic development and operational planning when required.

2. Training Programme

- i. Leading on the day to day planning and organisation of the face-to-face and online training programme aligned to CIEEM's Competency Framework in order to meet agreed targets.
- ii. Developing and managing effective relationships with training providers and working to create a CIEEM training community.
- iii. Implementing appropriate quality assurance measures to maintain standards of delivery.
- iv. Liaising with delegates and supporting the administration of training courses as required.
- v. Working with the marketing team to effectively promote training courses and other professional development activities to a range of target audiences.
- vi. Developing the use of CIEEM's Learning Management System to support effective professional development training activity.
- vii. Developing opportunities for training course assessment.
- viii. Contributing to the development of new training events and future growth of the training programme.

3. Careers Advice and Guidance

- i. Contributing to developing and delivering CIEEM's Careers Promotion Strategy
- ii. Supporting the use of the Mentoring Platform by members, including its promotion to potential mentors and mentees.

4. Other Activities

- i. Supporting the work of CIEEM's Training, Education and Careers Development Committee, producing discussion papers and reports as necessary.
- vii. Contributing to the further development and application of CIEEM's Competency Framework.
- viii. Complying with all internal procedures and policies including health and safety, financial procedures and performance management.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Education/qualifications		
A degree in ecology, environmental management or a related subject		✓
Experience		
A proven track record of organising training courses, events or similar activities	✓	
Experience of planning and implementing projects successfully	✓	
Experience of working with external suppliers/contractors and customers	✓	
Experience of implementing Quality Assurance measures	✓	
Experience of working with a CRM system or other database systems	✓	
Experience of working with Learning Management Systems		✓
Experience of working with Microsoft Dynamics		✓
Experience of working with volunteers/committees		✓
Knowledge and skills		
Excellent IT skills including use of Microsoft Office 365 packages	✓	
Excellent oral and written communication skills	✓	
Ability to plan, prioritise and manage deadlines	✓	
Ability to manage multiple projects and activities	✓	
Good understanding of the profession, its scope and careers opportunities		✓
Good understanding of training provision within the sector		✓
Personal qualities		
Able to understand CIEEM's values, purpose and agenda and to plan professional development services appropriately	✓	
Self-motivated and able to manage own time effectively	✓	
Able to build effective relationships with both internal and external stakeholders	✓	
A good team-worker	✓	
Commitment to high levels of customer service	✓	
Excellent attention to detail	✓	

Hours of Work: CIEEM operates a 37.5 hour working week (normally Monday to Friday 09:00 to 17:30) with a flexi time system for hours accrued in addition to this. Some travel throughout the UK and Ireland may be required from time to time.

Salary: £26,159 per annum

Pension: CIEEM has a Defined Contribution Qualifying Workplace Pension Scheme in which all qualifying employees will be automatically enrolled after 3 months employment. CIEEM will contribute up to 10% of gross salary to the pension scheme dependent on the level of employee contribution.