



Job Description –Equality, Diversity and Inclusion Engagement Officer (Part-time: 15 – 20 hours per week)

Reporting to: Head of Professional Practice

Location: Flexible

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 provides training and development opportunities for members, publishes practice guidance and acts as the voice of the profession through its effective, evidence-based and knowledgeable input into, and support for, environmental policy.

Created as part of our Championing Change agenda, this post will support our work to help create a more equal, diverse and socially inclusive profession by raising awareness of issues and barriers to inclusion with our members and their employers, supporting professional development and communications activity designed to help them understand how to tackle these barriers and developing and coordinating outreach activities to engage with under-represented audiences and promote careers opportunities.

Key Result Areas:

1. Promoting a diverse and inclusive profession

- i. Research and promote diversity initiatives and share best practice with members.
- ii. Provide advice and guidance to members on equality and diversity issues.
- iii. Organise online events and coordinate activities to promote diversity and inclusion within the sector.
- iv. Coordinate the activities of the Diversity and Inclusion Steering Group.
- v. Raise and maintain the profile of diversity and inclusions issues through blogs, InPractice articles, podcasts and other relevant communication activities.
- vi. Engage with partner bodies, organisations and other stakeholders on common diversity and inclusion policy and practice areas to achieve shared goals.
- vii. Work with the Professional Development Manager to use the STEM Ambassador programme to promote ecology and environmental management career opportunities to young people from under-represented sectors.
- viii. Oversee the development of and manage the content of a Green Jobs for Nature website.
- ix. Work with colleagues to promote a Green Jobs for Nature campaign

2. Building a diverse and inclusive professional body

- i. Provide advice, guidance and support to internal colleagues on diversity and inclusion issues, helping to ensure that systems and processes are inclusive and fair in accordance with good practice.
- ii. Monitor the implementation of actions designed to improve CIEEM's diversity and inclusion performance, as measured by a relevant performance framework.

3. Other Duties

- i. Perform any duties of a similar nature as required by the Chartered Institute.
- ii. Comply with CIEEM's policies and procedures in support of good working practices and performance.

March 2022

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Education/qualifications		
GCSEs in English Language and Mathematics	✓	
Experience		
Significant lived experience of diversity and inclusion issues	✓	
Experience of planning and implementing projects successfully	✓	
Experience of working effectively with committees or working groups	✓	
Experience of working with volunteers		✓
Experience of managing outsourced services and/or suppliers		✓
Experience of managing websites		✓
Knowledge and skills		
Good team working skills	✓	
Good oral and written communication skills	✓	
Ability to plan, prioritise and manage deadlines	✓	
Good project management skills	✓	
Good understanding/use of social media for engagement purposes		✓
Understanding of the professional body sector		✓
Understanding of ecology and environmental management		✓
Personal qualities		
Ability to enthuse, influence, motivate and engage staff and volunteers both within the team and across teams	✓	
Ability to demonstrate persuasiveness, tact and diplomacy in challenging situations	✓	
Highly self-motivated and able to retain focus whilst managing multiple demands on time	✓	
Is a positive role model at all times, committed to high quality delivery and service	✓	