**New to Nature Placement**

**Green Jobs for Nature Outreach Assistant**

**CLOSING DATE:** 12.00pm on Friday 17th February 2023

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| Chartered Institute of Ecology and Environmental Management Company number: RC000861;  Registered Charity (England & Wales): 1189915  Grosvenor Court, Ampfield Hill, Ampfield, Romsey, SO51 9BD |  |
| 01962 868626 | [**enquiries@cieem.net**](mailto:enquiries@cieem.net)  [**www.cieem.net**](http://www.cieem.net/) |

**ABOUT NEW TO NATURE**

Thank you for your interest in this New to Nature placement.

New to Nature is an exciting programme of paid work placements in nature-focused roles. This is one of 70 roles that will be created across the UK to encourage young and diverse talent into the Natural Environment sector.

**We’re particularly interested in receiving applications from young people (aged 18-25) who are from ethnically diverse backgrounds, who are living with a disability or are from low-income households.**

You’ll get paid a good wage from a placement that helps the environment, learn loads of skills to boost your CV and get access to a Youth Employment Coach to help you plan your future career. There’ll also be opportunities to learn about potential careers in the natural environment, and (should you wish to) connect with the other young people working in New to Nature roles across the country.

This is a unique opportunity to try something new, and to take a first step on a career path where you can make a real difference. The natural environment needs you!

We hope you will join us on this exciting journey!

**ABOUT the Chartered Institute of Ecology and Environmental Management (CIEEM)**

We are the leading professional membership body representing and supporting ecologists and environmental managers in the UK, Ireland and abroad.

Our vision is of a healthy natural environment for the benefit of current and future generations. With a growing membership and an increasingly influential voice we are transforming the professionalism of the sector, just as our members are transforming understanding of, and attitudes towards, protecting and enhancing our natural environment.

By working together, we believe we can make a difference, leading to a world rich in biodiversity for the benefit of us all, now and in the future.

CIEEM currently has just over 7000 members who work in the public, private, charity, industry and academic employment sectors. We are recognised as an influential and effective leader of the profession, approached by governments for expert advice and comment in relation to environmental policy and its implementation. Our role also includes setting standards of professional practice, sharing knowledge through training and conferences and supporting those looking for careers in ecology and environmental management.

We are a hardworking and friendly team of 24 working either from home or at our office base near Romsey in Hampshire. We are supported by our Board of Trustees and over 300 volunteers across the UK and Ireland.

Find out more about us at [www.cieem.net](http://www.cieem.net)

**Benefits of working with us:**

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| **Tick Black Green** | Flexible working |
| **Tick Black Green** | Holiday Entitlement 25 days annual leave plus public holidays |
| **Tick Black Green** | A generous Workplace Qualifying Pension Scheme with CIEEM contributing up to 10% of gross salary (dependent on employee’s contribution) |
| **Tick Black Green** | Travel Schemes – we offer salary sacrifice schemes for a season ticket loan and / or a cycle to work scheme |
| **Tick Black Green** | Training and support provided, on the placement and formal training |
| **Tick Black Green** | Access to an Employee Assistance Programme |

**RECRUITMENT PROCESS**

**APPLICATION**

You can apply for this placement via the following link: [www.surveymonkey.co.uk/r/NTNPlacementApplication22](http://www.surveymonkey.co.uk/r/NTNPlacementApplication22)

This is hosted by Groundwork UK who will check the suitability of applicants, before passing the application on to the placement organisation, who will shortlist applicants to an informal interview process.

Please ensure you carefully select the correct role from the drop-down list, to ensure your details are passed to the correct placement organisation.

If you have any questions about the application form, contact Groundwork UK at: [newtonature@groundwork.org.uk](mailto:newtonature@groundwork.org.uk)

**INTERVIEWS**

We will contact you to let you know whether you have been shortlisted for interview.

We expect to conduct interviews in-person or online **the week beginning 13 March 2023.**

If you have any questions about the role or interview process please contact us at: [enquiries@cieem.net](mailto:enquiries@cieem.net) or call the office on 01962 868626.

**PLACEMENT DESCRIPTION**

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| **Placement title:** | Green Jobs for Nature Outreach Assistant |
| **Organisation:** | Chartered Institute of Ecology and Environmental Management (CIEEM) |
| **Contract type:** | 12 Months, Fixed term |
| **Number of hours per week:** | 35 hours per week. Will consider part time role as a reasonable adjustment. |
| **Working pattern:** | 09:00-17:00 Monday to Fridays with an hour for lunch. Flexible working options are available |
| **Hourly rate of pay** | £10.90 |
| **Responsible to:** | Professional Development Manager |
| **Location:** | Ampfield, Romsey, Hampshire, SO51 9BD with flexibility for home working |
| **Accessible by public transport:** | Yes. The office is on main bus route between Romsey and Winchester. There is also plenty of free onsite parking available for those who need to drive. |
| **Anticipated Start Date:** | Monday 17th April 2023 |
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**ROLE DESCRIPTION**

The twin environmental crises we are facing of biodiversity loss and climate change mean that the work of those doing nature-based jobs is ever more important. But the sector is often invisible to young people especially, if they lack a role model or are not aware of the career opportunities available.

To address this, CIEEM has launched a new [Green Jobs for Nature](https://greenjobsfornature.org/) website as part of a movement to raise awareness of the wide range of nature-based roles available, the skills needed, and how to get a job in ecology and environmental management.

The main aim of this role will be to support our Green Jobs for Nature outreach work by managing the Green Jobs for Nature website and supporting our campaign to promote it to young people, especially those from backgrounds that are currently under-represented in our sector which includes people with disabilities, people of colour and people from low income households.

Working with the Professional Development Manager, the role work will involve engaging with key audiences, stakeholders and channels to help deliver this exciting campaign.

Key responsibilities and activities:

* Day to day management and assisting with the development of new content for the Green Jobs for Nature website, with content sourced from CIEEM members, stakeholders and partner organisations
* Supporting the production of resource materials for Green Jobs for Nature outreach work and careers advice
* Liaison with key stakeholder organisations across the industry to support their involvement in the campaign.
* Sourcing content for the Green Jobs for Nature website from a variety of sources including writing your own copy
* Creation of content for social media channels aimed at the target audience
* Working with CIEEM’s Equality, and Inclusion Engagement Officer on a variety of related engagement activities.
* Supporting delivery of additional elements of our early careers work, including the recruitment of STEM Ambassadors.

In return, we offer the successful candidate the opportunity to work as part of a friendly and enthusiastic team with encouragement to contribute their ideas and creativity based on their lived experiences and interests.

**PERSON SPECIFICATION**

Skills & Knowledge

* Good written skills
* Confident oral communicator
* Ability to build effective relationships with people from a range of backgrounds
* Good IT skills
* Creative thinker
* Attention to detail
* Ability to work well within a team
* Highly-motivated
* An interest in nature and the environment

Experience

* Working collaboratively with others
* Interest in creating, maintaining, editing and developing website content
* Creating content for a range of social media channels
* Interest in managing projects or activities successfully

**SUPPORT AND TRAINING OPPORTUNITIES**

This placement is part of a national programme - New to Nature - funded by the National Lottery Heritage Fund. This will include additional elements of training and personal development support provided by Groundwork UK and partners, as well as on the job training and support from the Chartered Institute of Ecology and Environmental Management.

Each young person will complete an in-depth induction programme with input from The Prince Trust, along with tailored advice and guidance from a Groundwork Youth Employment Coach at key points during the placement. This may include identifying skills and training opportunities or help with your CV and job search skills.

The Chartered Institute of Ecology and Environmental Management will also be providing support for participants, including: an induction process with planned activities designed to help you get to know your colleagues and understand the role. As part of this, we will agree suitable objectives to help you focus on the key tasks of the role and to provide you with a framework to monitor progress and achievement.

The Chartered Institute of Ecology and Environmental Management will also provide you with a laptop and relevant devices with this to enable you to work and access our cloud-based working environment SharePoint. Dedicated support will be provided bythe Professional Development Manager but also from across the organisation including the Staff Rep. Each team holds weekly/fortnightly catch ups, alongside regular 1-1 catch ups for each individual. Quarterly Performance and Development Review (PDR) meeting will provide more in-depth feedback and encourage a focus on personal development to build on your knowledge and skills.

With our extensive understanding of the environmental sector (we are actively creating resources to help new entrants into the sector) we will be able to discuss potential career options with you as you reach the final part of the placement to support you in progressing your career. We can offer advice using experience from within the secretariat and CIEEM membership, and we can arrange for an external careers mentor.

All young people on the New to Nature programme, will be invited to participate in a Learning Network. This will create opportunities to take part in different talks, workshops and discussions focused on the environment sector, hosted by Groundwork and our partners.