



Job Description – Policy Officer

(Full-time – 37.5 hours per week)

Reporting to: Head of Policy

Location: Ampfield/remote (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 acts as the voice of the profession through its effective, evidence-based and knowledgeable input into, and support for, environmental policy and practice.

This post will work with the Head of Policy to deliver CIEEM's policy objectives in England and Wales and ensure effective communications with members, partners and other stakeholders. The post will also facilitate CIEEM's climate action and engagement activities, and support the publication of CIEEM's quarterly *In Practice* magazine.

Key Result Areas:

1. Policy

- i. Maintain an awareness of relevant policy and practice issues of importance to members and the sector, with an emphasis on England and Wales.
- ii. Draft policy consultation responses, position papers, briefing papers and other relevant policy communications materials relevant to England and Wales, drawing on evidence from members, staff and external sources, in a timely and effective way.
- iii. Attend policy meetings with partners, policy-makers and other relevant stakeholders on policy matters to gather intelligence, collaborate to achieve shared aims, and to promote CIEEM's policy positions.
- iv. Support the work of CIEEM's policy groups, including the England Policy Group, Wales Policy Group and Strategic Policy Panel.
- v. Assist with the development and delivery of CIEEM's policy engagement strategies, plans and activities – and evaluation of their effectiveness.

2. Publications and Communications

- i. Assist with the production of CIEEM policy-relevant publications.
- ii. Upload and manage policy-relevant items on the CIEEM website Resource Hub.
- iii. Contribute relevant content to the monthly eBriefing, e-newsletters, *In Practice* magazine, podcasts, webinars, social media channels and the CIEEM website.
- iv. Undertake the internal administration of CIEEM's quarterly *In Practice* magazine.
- v. Use the CRM to maintain a list of relevant policy and media contacts.

3. Climate Action

- i. Coordinate the work of CIEEM's Action 2030 working group, including producing and updating the annual carbon reduction plan, assisting with the carbon calculator, and working with members and staff to deliver relevant objectives in the Strategic Plan.

4. Other Duties

- i. Assist with the activities and development of policy interns where relevant.
- ii. Any duties of a similar nature as required by the Chartered Institute.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Education/qualifications		
A relevant degree in ecology and/or environmental management		✓
Evidence of relevant continuing professional development		✓
A qualification in a policy-relevant subject		✓
Experience		
Experience of working in policy and public affairs (ideally including drafting policy consultation responses)		✓
Experience of planning and implementing projects successfully	✓	
Experience of working effectively with working or stakeholder groups	✓	
Experience of building relationships with key contacts and networks		✓
Experience of public relations and media work		✓
Experience of managing projects		✓
Knowledge and skills		
Knowledge and understanding of environmental policy and legislation		✓
Good team working skills	✓	
Good oral and written communication skills	✓	
Ability to plan, prioritise and manage deadlines	✓	
Understanding of the professional body sector		✓
Understanding of the policy-making process		✓
Personal qualities		
Ability to build relationships with both internal and external stakeholders in order to achieve influence	✓	
Self-motivated and able to retain focus whilst managing multiple demands on time	✓	