CSCEN Committee Recruitment Information Pack

This pack contains information about applying for Civil Service Climate + Environment Network (CSCEN) committee positions. Applications close at **23:59 on Friday 15th November 2024**. Please find the EOI application here – **EOI for CSCEN Committee Member**.

What is the Civil Service Climate + Environment Network?

The Civil Service Climate + Environment Network is a staff network for all civil and public servants to grow environmental knowledge and capability. Founded in 2019, we have over 10,000 members from over 120 UK government departments, agencies, and ALBs and are one of the fastest growing staff networks in the UK Civil Service. We offer L&D opportunities through a variety of speaker-led events, member-driven discussion groups, digital learning content, and opportunities for career development, networking, and volunteering.

Our SCS Sponsors are Lee McDonough, DG for Net Zero, International, and Nuclear in the Department for Energy Security and Net Zero, and Sally Randall, DG for Environment, Rural and Marine, in the Department for Environment, Food and Rural Affairs.

Our website, CSCEN Online, hosts all our resources for members including blogs, talk recordings, and events.

What roles are available?

With so much content being produced by the network (and lots more planned) we're recruiting extra committee members to help keep up with demand. Details about the specific roles available are below.

If you'd like to join the committee of the largest network government engaged in climate and environment, now's your chance! Being part of a committee is a great way to develop your skills and behaviours and fulfil corporate objectives while building connections with likeminded interdepartmental colleagues!

What skills and experience are required?

The key requirement for all committee positions is **enthusiasm**! Some roles have some desirable skills listed although please don't let this but you off applying. Through your application we would encourage you to demonstrate the skills and experience you have, but also express what you would like to develop.

Roles available

1. Events Unit Team Member
2. Communications and Marketing Team Member
3. Digital Team Member
4. Website Team Member
5. Training Team Member x 2
6. Conference Roles
   a. Conference Content Curation Co-lead
   b. Conference Volunteer Coordinator
   c. Conference Team Member

Events Unit Team Member

Key Responsibilities:

- Contribute to the delivery of one of our main event series
- Identify and contact interesting and engaging speakers from in- and outside government
- Host online and (if able) in-person events with other team members
- Contribute ideas to help innovate and improve our events offer to meet member needs
- Attend regular team meetings, monthly committee meetings (1 hour), and monthly events.

Desired Skills and Experience:

- Excellent communication, and teamwork skills
- An interest in climate, environment, and sustainability issues and a desire to learn more
- Organisation and ability to work to deadlines.

If you have any questions or would like to discuss the role before applying, please contact the Events Unit Chair – will.stobbs@gad.gov.uk.

Communications and Marketing Team Member

Key Responsibilities:

- Design and collate content on CSCEN events for publication to our members
- Contribute ideas to improve network communications and marketing, getting involved in implementing new ideas
- Support social media presence (largely LinkedIn), helping to design and post engaging and timely content.
- Produce digital marketing materials
- Attend regular team meetings and monthly committee meetings (1 hour).

Desired Skills and Experience:

- Basic digital design skills/experience (or willingness to learn)
- Excellent communication, and teamwork skills
- Ability to work in a fast-paced environment and meet deadlines.

If you have any questions or would like to discuss the role before applying, please contact the Events Unit Chair – will.stobbs@gad.gov.uk.

Content Unit

The Content Unit is responsible for management and operations of CSCEN's digital presence, comms, content and branding. There are currently three teams in the Digital Unit: Media Creation, Comms, and Online.

Digital Team Member

Key Responsibilities:

- Produce Environment 101 videos using Canva or Premiere Pro
- Produce Environment Deep Dive podcast - including writing the scripts and hosting podcast interviews.

Desired Skills and Experience:

- Digital design skills (Canva, Premiere Pro)
- Podcasting skills

Website Team Member

Key Responsibilities:

- Support the redesign of the CSCEN website.

Desired Skills and Experience:

- User experience skills.
- Website management
- Familiarity with Wix or any similar website platform is ideal.

If you have any questions or would like to discuss these role before applying, please contact the Content Unit Chair – sophie.kimber@naturalengland.org.uk

Development Unit

The Development Unit is responsible for fostering connection across the Civil Service, supporting members in their career trajectories, improving the climate and environment L&D offer and organising and promoting volunteering opportunities. There are currently 4 teams in the Development Unit: Connections, Volunteering, Training and Careers.

Training Team Member x 2

Key Responsibilities:

- Identify, organise and promote training opportunities with internal and external provider

- Support the Career Anchor Lead in the Policy Profession Unit in the development of a climate & environment curriculum, learning hub, and career profiles

Desired Skills & Experience:

- Experience/interest in learning and development for climate and environment

Conference Roles

We are looking to host another Civil Service Climate and Environment Conference, building on the success of our 2023 conference. As a result we have a number of roles to fill in the team that will be responsible for the planning and delivery of our next conference.

The conference is expected to place in the first half of 2025.

If you have any questions or would like to discuss any of the conference role before applying, please contact the Events Unit Chair – will.stobbs@gad.gov.uk.

Conference Content Curation Co-lead

Key Responsibilities:

- Creating an engaging program of sessions covering a broad variety of sustainability-related areas to appeal to a wide audience
- Organising exhibition stall holders – including arranging call for, and then selecting stall holders
- Ongoing communications with selected speakers and stallholders, ensuring they have all necessary details and information
- Liaising with speakers and stall holders on the day of the conference to ensure smooth running
- Attend regular team meetings and monthly committee meetings (1 hour).

Desired Skills and Experience:

- An interest in climate, environment, and sustainability issues with knowledge of the range of this work going on across government in this space (or a desire to learn more about this)
- Excellent communication, and teamwork skills
- Organisational skills, ability to work to tight deadlines.

Conference Volunteer Coordinator

Key Responsibilities:

- Lead the recruitment of volunteers required to put on the conference
- Arrange volunteer training and information packs
- Manage volunteers on the day of the conference
- Attend regular team meetings and monthly committee meetings (1 hour).

Desired Skills and Experience:

- Leadership skills and / or experience
- Excellent communication, and teamwork skills
- Attention to detail and problem-solving skills.

Conference Team Member

Key Responsibilities:

- Supporting the conference team as required, which may include:
  - Supporting with communications and marketing ahead of the conference
  - Helping with conference content curation and programming
  - Liaising with speakers and stall holders ahead of the conference to ensure all arrangements have been made
  - Ensuring the day of the conference runs smoothly
- Attend regular team meetings and monthly committee meetings (1 hour).

Desired Skills and Experience:

- Excellent communication, and teamwork skills
- Ability to work flexibly, adapting as needed to support a range of areas
- Taking ownership of work, delivering results on time.

Eligibility and time commitment?

CSCEN is **open to all civil and public servants** and so are our committee positions. You need to be able to spend approximately 10% of your working week on CSCEN (to include attending regular committee and team meetings) and show flexibility at peak times.

Each role will have slightly different time commitments given the variety of activities conducted. However, you will be expected to attend a monthly Committee meeting, as well as a weekly / fortnightly meetings with your smaller team.

Should you be successful, the roles will commence around the start of December 2024 and run until the start of June 2025 (the end of this CSCEN committee year). At that point, new CSCEN co-chairs will be in-place and we expect you will be given the option to remain as a committee member for another year (although this will be up to the new co-chairs).

How do I apply?

To apply for a committee role, please complete the EOI form **by 23:59 on Friday 15ᵗʰ November 2024.** Interviews will take place from towards the end of April - **EOI for CSCEN Committee Member**.

The form includes the following questions (200 word limit per written response):
- Why are you interested in joining the CSCEN committee?
- What engagement have you had previously with CSCEN or the committee?
- What skills and/or experience would you bring to the committee?

Short interviews will be held with the CSCEN co-chairs.

Any questions?

If you have any questions about general recruitment, please get in touch via the CSCEN mailbox: environment.network@energysecurity.gov.uk