
EAUC SUSTAINABILITY CAREERS GUIDE

JANUARY 2018

WINNING



Where to find sustainability jobs

Winning (1)

There are a lot of generic job sites out there but you can make it easier for yourself by searching websites specifically aimed at your area of interest or job role, or using special search terms on standard job sites. *Please note most of these are UK based, and you will need to find alternatives if seeking roles elsewhere.*

Focused Sustainability Careers Websites

The list below will help highlight some of the best places to find a sustainability related jobs, graduate scheme, and in some cases volunteer opportunities. Have a look through the options to see which website best suits what you are looking for.

- [Acre](#)
- [Charity Job](#)
- [Countryside Job Service](#)
- [Elevator Café](#)
- [EnvironmentJob](#)
- [Environment Jobs](#)
- [Evergreen Resources](#)
- [Goodmoves](#)
- [Green Jobs](#)
- [Green Roles](#)
- [Guardian Jobs - Environment](#)
- [Third Sector Jobs](#)

Top tip: Many of these websites will allow you to set up email reminders or will send you weekly updates of jobs relevant to your interests - make sure to make use of this feature!

Graduate Careers Websites

These sites are aimed at people who have recently graduated or are about to. There is a lot of useful information about career paths as well as graduate placements or internships.

- [Adopt an intern](#)
- [Bright Green Placements](#)
- [Change Agents](#)
- [Graduate Jobs](#)
- [Milk Round](#)
- [Prospects](#)
- [ScotGrad – Environmental & Science](#)
- [Target Jobs](#)

Generic Job Website with 'Sustainability' Category

If you are looking to use some of the main generic job websites here is a list that allows you to narrow down the search with key words such as 'sustainability'. This is just an example - if you have a focus area or "partner subject" you can use that to focus the search instead.

- [Guardian Jobs](#)
- [Indeed Jobs](#)
- [Job is Job](#)
- [Reed](#)
- [Simply Hired](#)
- [Total Jobs](#)

Graduate Programmes - Company Specific

A lot of companies will have their own Graduate Programmes that will take on recent graduates for 1-3 years to develop them. These are a good option if you are looking to try a variety of positions to find a career direction.



www.eauc.org.uk/careers

Winning (1)

These are some of the key sustainability bodies and companies that run their own programmes:

- [Atkins](#)
- [BRE Graduate Scheme](#)
- [British Geological Survey](#)
- [Carbon Trust Internship](#)
- [Environmental Agency](#)
- [Eon Graduate Scheme](#)
- [Forestry Commission](#)
- [National Grid](#)
- [Natural Power](#)
- [Ofgem Graduate Programme](#)
- [PwC – Sustainability & Climate Change](#)
- [Scottish Environmental Protection Agency \(SEPA\)](#)

Through Networking

It is often stated that around 70% of jobs are never advertised, and while we aren't sure on the exact data it certainly is the case that existing relationships lead to job offers. Within the Preparing section of these Guides we outlined the importance of networking, and top tips for building and utilising your network. Having a wide network of people who understand your interests and experience can help raise your awareness of potential opportunities, and will mean more people are aware of what you have to offer.

Social Media

Social media is a great place to find job opportunities as previously mentioned.

LinkedIn has a [jobs function](#) which is used by many companies to advertise their jobs. The system pulls information about you from your profile to show you opportunities which might be of interest, and you can alter your preferences to ensure you see roles which fit your interest area and level of experience. Many people also share job opportunities within their own companies on their Feed - making having a large and relevant network on LinkedIn particularly beneficial.

Twitter is good for finding jobs by following relevant jobs accounts and also using relevant hashtags (find a few you might want to try to the right). Most of the recruitment companies outlined above post opportunities on Twitter as well as on their website, and their accounts are easy to find and follow.

Twitter Hashtags:

#charityjob
#countrysidejob
#energyjob
#envirojob
#environmentjob
#ethicaljob
#greenjob
#humanitarianjob
#job
#notjustajob
#socialjob
#sustainabilityjob

Speculative Applications

Speculative applications involve getting in contact with a potential employer without an identified role being available, stating your interest in working for the organisation and the skills and experiences you can offer. These can be on the back of contacts made through networking or through research, and can be a particularly effective way to gain work experience or volunteer opportunities which may lead on to something more long-term. [Prospects](#) and [TargetJobs](#) offer good advice on how to go about this approach.



www.eauc.org.uk/careers

Now that you have found that dream job in sustainability you've got a few more steps to go before you can win it! The recruitment process of any job can follow a variety of paths. There is the application stage which may include a CV and Cover Letter, or there may be an online form to complete. Once you are accepted in the application process there is usually at least one interview to get through as well. The intensity of the application and interview process will depend on the organisation you are applying to.

In this section you will find some helpful examples and links to places which can support you with your application process and make you stand out from the crowd.

Curriculum Vitae (CV)

Your CV is the main arsenal in your application toolkit - generally this is what will be requested when applying for a job. This is the perfect chance to highlight your sustainability credentials and promote any work (voluntary or paid), education or hobbies that are applicable to the job.

Make sure that your CV is updated for each application - this means tweaking a core version of the document each time to highlight areas that will be most relevant for the company and position you are applying for. Never submit a CV over two pages long, and be sure to structure it clearly so it is understood at a glance.

Information that can be included in your CV:

- *Contact details (name, email, phone number)*
- *Personal Statement - short introduction to you highlighting your key skills for the job*
- *Education history - including grades*
- *Qualifications*
- *Employment history - including duties and skills acquired as relevant to the job*
- *Extra-curricular activities & hobbies*
- *References (full contact details if contactable immediately or 'provided on request')*

There are a couple of key structural approaches that you can take when creating your CV:

- **Chronological** - education, work experience, and other qualifications are grouped individually with the most recent experience listed first then works back chronologically. This makes it easier to see what your most recent and (probably) highest level of experience is.
- **Skill based** - relevant skills and personal experiences which are particularly applicable to the job being applied for are grouped. There is less emphasis on the time spent in each previous work place and more on the skills gained during your time there. (You can see an example of a skill based CV further on in this Winning Guide).

You can find examples of both of these, and also of an Academic CV, Teaching CV and Technical CV, on the [Prospects](#) website.



Transferable/Employability Skills and Sustainability

The varied nature of sustainability jobs means that although most job seekers will have education or work experience which may not initially appear relevant to a sustainability job, they will likely actually have more experience than they think. (See the 'Skills for the Future' mentioned in the Preparing section of these Guides). Many sustainability jobs look for examples of transferable skills, and those you have should be identified, highlighted and evidenced at the application and interview stage.

Transferable (or employability) skills are those which can be used in multiple situations and are not specific to one job. They may also come from other areas of your life, for example voluntary work, hobbies, sports or informal training. See the Preparing section of these Guides for more information on understanding and developing skills for sustainability jobs.

Examples of Transferable Skills:

- Team work
- Self-motivation
- Motivating others
- Active Listening
- Presentation skills/public speaking
- Problem solving
- Dealing with difficult situations
- Communications - written and spoken
- Social media
- Project management
- Report writing
- Data analysis
- Records management
- Customer service
- Providing training

CV Writing Help

For more general tips on writing your CV please see the following websites:

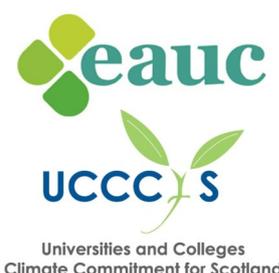
- [Open University - Tips for creating a CV](#)
- [The Guardian - CV for environment and sustainability sector](#)
- [University of Kent - Environment CV Example](#)
- [University of Cheshire - Social Work CV Example and Applications Guide](#)

If you are currently studying at a College or University, your Careers or Student Advisor may also be able to provide you with more advice, or perhaps look at a draft CV and give you suggestions for improvement.



If you haven't already done so, we suggest you [watch EAUC-S Careers Webinar 3](#) where we hear from a Careers Advisor about how to make good applications, and a Recruiter about what stands out when hiring for sustainability jobs.

The next couple of pages are an example job description a for the position as



Example Job Description - Communications and Events Intern

Job Title: Communications and Events Intern

Description: Full-time fixed term contract to start as soon as possible, providing events management and communications to support a team running a UK sustainability charity.

Benefits: This role will offer the post-holder the opportunity to work within an established, dynamic and forward-thinking sustainability team. The successful candidate will be able to develop skills in effective communications, events delivery and engagement within a small but diverse organisation.

We offer flexible working hours and on job training in a fun and exciting working environment.

Hours: Fixed term contract until for 24 weeks – 37 hours per week

Salary: The appointee will work 37 hours per week for a 24 week period. We will pay the appointee at the Living Wage rate. Travel and expenses will be agreed as required throughout the project.

Skills and Experiences

Required:

- Degree or equivalent experience in event management
- Excellent written and spoken communication skills
- Excellent organisational skills
- Adaptable and able to balance multiple priorities
- IT literate with experience in Word, Excel, internet browsers, Outlook etc.
- Able to work on own initiative as well as a part of a small team
- Willing to travel around the UK

Preferred:

- Degree or equivalent experience in communications
- Understanding of the basic principles of social and environmental sustainability
- Experience of working in education, environment or charity sector
- Experience of office administration duties such as filing and event administration
- Experience using creative design packages such as Adobe Photoshop and infographics websites
- Experience using Mailchimp (or similar) and Social Media packages
- Website administration experience

Example Job Description - Communications and Events Intern

Job Description

The post-holder will be required to undertake a range of tasks to support the office with event organisation and communications.

Events Administration:

Supporting development and administration for networking and training events; webinars; and the annual conference. Tasks will include:

- Venue management and liaison
- Speaker research and liaison

Event communications:

- Delegate bookings and confirmations
- Payment procedure management
- Preparation of necessary equipment, signage etc.
- Event management and support during event
- Providing records of networking events and meetings
- Post-event resource development and communications
- Post event evaluations

Communications:

- Developing monthly newsletter communications using MailChimp
- Maintaining Twitter, LinkedIn and Facebook pages
- Ensuring webpages are kept updated
- Developing and uploading case studies and resources to website
- Promotion of case studies and resources

The Events and Communication Intern may occasionally be required to undertake other tasks to support the team such as office administration duties, as agreed through discussion with their Manager. Attendance at events will require flexible working hours and occasional overnight, depending on location.

Application Process:

Interested applicants should submit a copy of their CV and cover letter by 30 August. Panel interview to follow two weeks later.

Example CV - Communications and Events Intern

Katy Summers

34 Newbattle Terrace, Edinburgh, EH4 6LT

Email: ksummers00@gmail.co.uk

Mobile: 0775371548

I am a friendly, reliable and dedicated person with excellent event management and customer service skills, which I have acquired from working at Virgin Money Giving and Mercure Hotel. As a bilingual French/English speaker who has lived, worked and studied in France, Canada and the UK, I have come into contact with a wide variety of people and can easily adapt to the task at hand, bringing a practical positivity to any work environment. Through studying for my MSc I have strengthened my skills in research, enquiry, critical thinking and problem solving.

EDUCATION AND QUALIFICATIONS

2015 – 2016	MSc in International Management and Leadership with Hospitality at University of Dundee, UK.
2015	Exchange semester at Université du Québec Montreal, Canada.
2012 – 2015	BA with Distinction International Hospitality and Tourism Management University of St Andrews, UK.
2005 – 2012	Highers and Advanced Highers, The Royal Academy of Glasgow

WORK HISTORY

June 2016 – present	Virgin Money Giving UK, Edinburgh Masters Project with the Communication team where I am promoting the Virgin Money London Marathon
February 2014 – August 2014	Mercure Hotel, London 3 Month Placement, Full-Time Assistant
June 2013 – July 2013	Hilton Doubletree Hotel, Glasgow Internship
April 2013 – August 2013	Forgan's Restaurant, St Andrews Part-Time Assistant

INTERESTS

2012 – 2015	Active campaigning member of the local Greenpeace Group
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Example CV - Communications and Events Intern

SKILLS

Excellent communication

- Highly articulate both verbally and in writing both in French and in English.
- Creating press releases for Virgin Money Giving was one of my project responsibilities
- Managing social media and website content, as well as observing and recording analytics
- Experienced in Word, Outlook, Excel, Mail Chimp and a basic knowledge of Adobe Photoshop.

Planning and organizing

- Successfully planned and organized events at Virgin Money Giving where my role requires me to create ideas, which will be put into action through careful planning and organizing
- Able to create plans and distribute work tasks as demonstrated during my time at Forgan's Restaurant where I organized two special dinner events for a larger group
- Meet all deadlines and achieve high quality results as demonstrated through my undergraduate studies at university where I received Distinction

Customer Service

- Excellent customer service skills and proactive behaviour as developed through working in four-star luxury hotel Mercure Hotel, London, where I worked in a fast-paced and high pressure working environment.
- Able to deal with customer enquires, handle complaints and take responsibility in order to deliver outstanding customer service as demonstrated by working in various hospitality establishments

Creativity and initiative

- Having lived in France, Scotland, England and Canada I am a passionate individual who likes to take on new personal challenges
- My project at Virgin Money Giving requires me to generate creative ideas in order to reach as big an audience as possible

Team working

- Excellent teamwork skills in hectic work environment such as at the Mercure Hotel where I was part of an international team with diverse backgrounds
- Ability to receive high results through teamwork as demonstrated by my Master's studies where presentation-assessments required teamwork as an integral part of the learning process

Research and critical thinking

- Capacity to critical think and to challenge as reflected by high grade average during my master's studies and undergraduate where modules involved Corporate Social Responsibility, Sustainability and Sustainability Management

References available upon request

Cover Letters provide an opportunity to present a narrative about your story so far and how it fits the prospective organisation, as well as express your personality to prospective employers. You need to be concise and highlight your main sustainability credentials. Look at the company's website to understand their ethos, history, and current work. This can usually be found in the 'About Us' section and will give you an insight into the company, what their priorities are, and what they will be looking for in an employee. Address some of their company attributes which you identify with and support within your Cover Letter.

If you do not have previous experience working in the sustainability sector, your cover letter is the perfect opportunity to clearly explain your applicable and transferable skills you have for the job from other areas of your life, and highlight your desire to move into work within this sector or in a specific job role.

Topics to Mention in your Cover Letter

These are some suggestions of the points to cover when writing your cover letter. Make sure that it is only one page long so as not to make it into an essay and structure it well - think about how you would feel about reading it if you were in the employers shoes!

- The job/position you are applying for
- Where you found the job (social media/online/word of mouth)
- Your current notice period and when you would be available to start (be aware this could put potential employers off if you have a long notice period!)
- Your interest and credentials relevant to the particular job, including any technical and transferrable skills, knowledge, qualifications and experience
- Reference to the company and why you would like to work for them
- Finish by offering to answer any further questions, and say you look forward to hearing from them

Grammar and spelling are extremely important. Many jobs receive hundreds of applications, and any spelling and grammatical errors might immediately result in your application being binned. We suggest CVs and Cover Letters should be proof-read by a friend, family member or careers advisor before submission.

Top Tip: Use formal and gender neutral language when addressing the letter, using 'To Whom It May Concern' if you do not have a specific name for the recruiter.

Cover Letter Support

For additional tips on writing a Cover Letter we suggest the following websites:

- [Prospects - Cover Letters](#)
- [Reed - How to write a cover letter](#)
- [The Guardian - Cover Letter Examples](#)



This is one of the last crucial steps of securing the job you have been pursuing. If you have been invited to interview your cover letter and CV have been successful in attracting the attention of the employer, and now is your chance to expand on your relevant experience and enthusiasm for the role. The interview is the best way for the employer to get a feel for your personality, how you would fit with the company, and also to make sure that you know what you are talking about!

The best way to succeed at the interview stage is to plan, and to practice. Generally interviews will be based around your CV, Cover Letter and the Job Description, all of which you should know well before going to an interview, with examples ready to demonstrate that you have the skills required.

Interviews can take multiple forms, with the style used depending on the type of job applied for and the preference of the company. The interviewers can be employees of the organisation you are applying to or from a recruitment firm. Make sure you know what format the interview will take before you arrive in order to prepare to the best of your ability.

Top tip: *Environmental job interviews may take on different styles. You could have to work outside or show particular skills related to the job remit. If you have been told you will be visiting a site or have a practical element to your interview, come prepared. Looking smart is important, as is arriving*

Types of interview

- Formal or informal one-to-one chat - more likely if the work is casual or sometimes short-term
- Test centre - when evidence is needed of suitability to the role or particular system/technique is used by the company
- Group interview - to evaluate individuals' team work style and dynamic in a group
- Panel interview - this is the most common style, with one interviewee and a panel of interviewers
- Phone or video interview - this can be used for a one-to-one chat or panel interview if it is not possible to attend the interview in person or you will be working remotely

Interviews may take more than one form, and it is fairly standard for interviewees to be requested to prepare a presentation or perform some simple tasks which will be part of the job role to demonstrate your ability. This can be a great opportunity to shine - prepare in advance and you should do well.



For the most part, interviews are formed around competency-based questions, which means that each question will focus on a specific skill that applies to the job.

Preparing

1. Have your CV and cover letter printed and know exactly what you said in order to answer questions in relation to your documents
2. Understand the company background, ethos and structure as best as possible to align your question answers with how the company operates
3. Read through the job description as well as roles and responsibilities thoroughly - the interview questions will focus on related skills and experience (see our Top Tip!)
4. Prepare answers to general interview question - examples of these can be found in the links below
5. Be prepared to ask some questions of your own, this is usually offered at the end of the interview and is the chance for you to gain insight to the company and ask anything you are unsure of. Don't ask anything that should be obvious if you have done your research into the company!

Interview Help

For more general tips on interview skills and example questions please see the following websites:

- [Prospects—How to Prepare](#)
- [The Guardian—First Job Interview Tips](#)
- [Target Jobs—Nine of the Trickiest Interview Questions](#)

Top tip: Examples are key to answering interview questions. When answering make sure you answer the question fully including a real-life example of when you have applied the particular skill being addressed. Use examples that are memorable and show succeeding in a particular role. Have these examples prepared beforehand in order to use them effectively in the interview.



If you haven't already done so, we suggest you [watch EAUC-S Careers Webinar 3](#) where we hear from a Careers Advisor and Recruiter about how to perform well at interview .

Good luck with the job hunt! We hope this section has helped give you some hints and tips of how to highlight your sustainability credentials and clinch that job you have been looking for!



Careers Advisors

At most institutions there will be someone assigned to help with careers advice, whether this is through an online service, a Careers Department or a Student Advisor in smaller institutions. This is a great source of support to help you prepare when applying for jobs. Some departments will offer additional support such as checking over a CV and Cover letter or having a run through of an interview scenario. It also helps sometimes to have someone to talk through your ideas with who can give some impartial guidance.

If you are currently studying at or recently graduated from a university or college make sure you contact your university or college's careers or student support department to find out more about what they offer. You may never have access to such a high level of careers advice again!

Teaching Staff

If you are currently studying then your lecturers / tutors / teaching staff will likely have good advice for you about job hunting and skills development, although if they don't specialise in sustainability aspects or focus on the themes you want to focus on make sure to be clear with them about your aspirations so you get tailored advice. They might also be able to tell you where past students ended up, and perhaps put you in contact with any who went on to relevant jobs and could provide advice or highlight opportunities.

Networking Contacts

As mentioned previously, networking is a key element when finding a job. These networking contacts are a brilliant way to find out more about a company that you are interested in, ask questions about particular jobs, or find out about jobs becoming available in the sector. Keep an eye on professional networking channels such as LinkedIn for jobs and contacts in your field of interest.

Family and friends

It is amazing how many contacts your family or friends may have when trying to find a job - people with experience in a variety of fields that you can learn from and may even know of potential opportunities. Your family and friends can also be good support when a CV needs checked or a Cover Letter needs tweaked - handy contacts who most likely aren't scared to call you out if you have written nonsense! Use the people around you, old flat mates, colleagues, fellow students or lecturers; social networks are also an excellent way to boost your job prospects.

Thank you for taking the time to read through the EAUC-Scotland Careers Guides. If you do need any more assistance or have any questions then please get in touch.

Resources launched March 2017, updated January 2018.

