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Continued Professional Development (CPD)

Review Panel

Candidate Information Pack

**About IEMA**

IEMA is the professional home of over 14,000 environment and sustainability professionals from around the globe. IEMA’s role is to support individuals and organisations to set, recognise and achieve global sustainability standards and practice.

Our members lead and deliver sustainability in their organisations at all levels, using IEMA standards as their foundation. Equipped with their extensive knowledge and skills, they improve environmental and sustainability performance and drive competitiveness, productivity, resilience and growth.  Through the services we provide, IEMA members continuously improve their knowledge, their influence and their network so that they can play a leading role in making their businesses more profitable, less wasteful and future-proof.

As an organisation we are independent and international, gathering members’ views and experience to deliver evidence to Governments, information to business, inspiration to employers and great stories to the media that demonstrate how to transform the world to sustainability.

**Vision 2020**

In May 2013, following the appointment of a new CEO, IEMA comprehensively consulted with its members and stakeholders and refreshed its vision and mission. This was signed off by the Board in December 2013.

IEMA has developed this suitably ambitious Vision in response to both member feedback and to the growing challenges that businesses and organisations are facing in terms of climate change, the impact of rising population, soaring costs for materials and greater demand on energy and water supplies.

**Vision**

Transforming the world to sustainability

**Mission**

Supporting individuals and organisations to set, recognise and achieve global sustainability standards, leadership and transformational sustainability practice.

**Objectives**

* To add value to our members
* To engage, empower and connect members and partners to lead and deliver sustainability
* To lead and drive the development and uptake of sustainability skills
* To set, establish and promote globally recognised environmental and sustainability standards, and transformational sustainability practice
* To build an influential organisation and recognised brand

**What CPD means for our profession**

For IEMA members, CPD is a route to achieving your objectives, whether they be personal growth, career advancement, meeting a workplace milestone or progressing your membership.

The purpose of CPD for IEMA is to assist in credibly and reliably demonstrating the value of professional accreditation with IEMA, to members and their existing and potential employers.

At IEMA, the insights we gain from CPD submissions assist in guiding the engagement we undertake and the content we develop, in order to deliver the most value to IEMA members and stakeholders.

**Our CPD Approach**

At IEMA we believe that ownership of CPD lies with the individual. As such, we empower members to reflect on and evaluate how the CPD activities they have undertaken benefit their development. We have developed a three-step approach to enable this.

**Step 1: Set Goals**

Members build their CPD plan of action by taking time to recognise what they want to achieve in the short, mid and long term, and set ambitious yet realistic targets for developing their knowledge, skills and networks.

**Step 2: Record Activities**

Members log their learning throughout the year, thinking about how they can practically apply their new knowledge and identify what further learning they may require.

We encourage members to consider CPD activities ranging from formal classroom training courses through day-to-day activities like reading, coaching and mentoring, experiential learning, webinars, and conferences.

**Step 3: Evaluate Your Progress**

Members take time to think about what they have learned and what they may do differently in future. They evaluate each activity they have recorded based on the value they gained from it, using a points scale of 1 to 5 (1 = little value added, 5 = inspirational).

We encourage members to aim to log a minimum of 30 points each year, to keep their knowledge current and their development on track.

**The Role of a CPD Review Panel Member**

* Review CPD submissions from the Membership grade at or below your own
* Review CPD submissions within agreed timescales
* Provide written feedback to members based on IEMA professional standards and specialist registrations, identified goals and alignment of CPD toward achieving those goals; include suggested resources
* Provide guidance and support to incoming assessors

**Benefits of joining the CPD Review Panel**

* Keep your finger on the pulse of key professional development topics and trends in the sustainability field
* Play a key role in safeguarding IEMA’s membership standards
* Support IEMA members to reach their potential
* Build relationships with fellow Panel members

**Vacancies for** **CPD Review Panel Membership**

This is a new panel that will be formed of up to 16 panelists from across the Practitioner, Full and Fellow Membership levels. Currently all positions are vacant. Candidates will have considerable experience in a sustainability related role and/or direct influence or expertise in one of the following:

* Environmental Management
* Impact Assessment
* Corporate Sustainability
* Environmental Auditing and/or ESOS Audits

IEMA has an increasingly International membership base and is encouraging applications from individuals who can bring an international perspective to the CPD Review Panels activities.

**Person Specification**

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| **Attribute** | **Essential/Core Criteria** | **Desirable Criteria** |
| **Knowledge and Experience** | * Minimum 2 years of membership with IEMA
* Must be a Practitioner, Full or Fellow Member
* Familiarity with IEMA’s Skills Map and Benefits Map
* Ability to provide constructive written feedback
* Broad knowledge of the sustainability profession and industry and ability to use this knowledge to provide members with practical written advice for personal and career development
* Uphold the tenets of IEMA’s Code of Practice
* Your own CPD record must be up-to-date
 | * Auditor, ESOS or EIA Specialist Registration
* International experience
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**Time Commitment**

CPD reviews are anticipated to take 20-30mins to complete and need to be returned to IEMA within 10 working days. Reviews will be allocated to Panel members on a rolling basis. Panel members must be able to commit to review a minimum of 30 CPD submissions each year.

CPD Panel members also need to make themselves available for training and standardisation activity to ensure a consistent advice to members and to share experience of good and questionable practice with other panel members. This is likely to include a half day onboarding web-meeting and 2/3 web hosted training and standardisation sessions per year.

**Remuneration**

IEMA is a not for profit organisation and relies on its volunteers to undertake many of the activities and benefits offered to our members. Therefore, the role of CPD Review Panel Member is not remunerated.

**How to apply**

Send your CV and short supporting statement, outlining how your experience fits the specification, via email to the professional standards team at assessor-recruitment@iema.net

Should you wish to discuss the role prior to submitting an application, please contact the professional standards team on assessor-recruitment@iema.net and someone will be in contact.