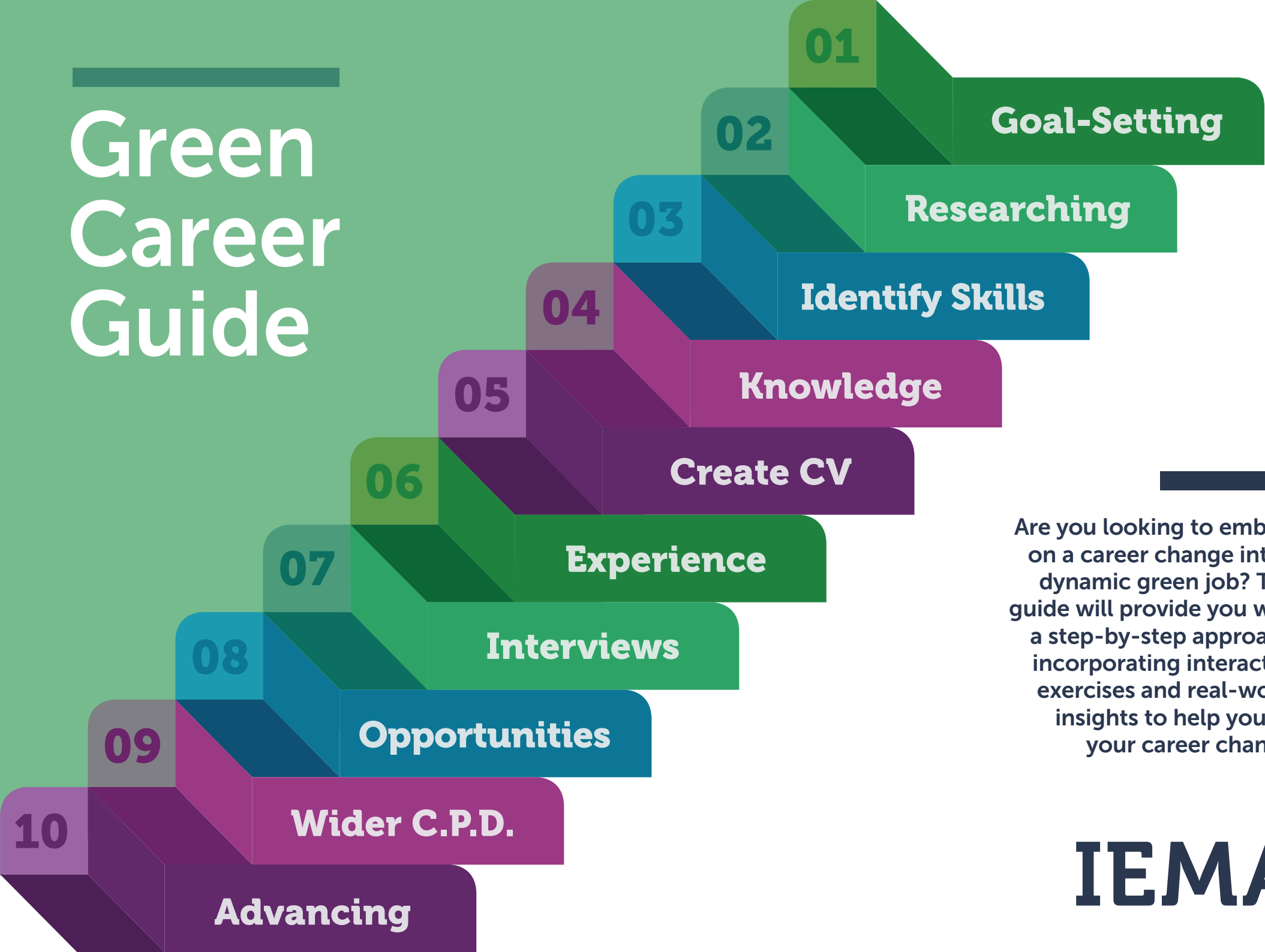


Green Career Guide



Are you looking to embark on a career change into a dynamic green job? This guide will provide you with a step-by-step approach, incorporating interactive exercises and real-world insights to help you on your career change.

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1. Self-Reflection And Goal-Setting

- Start by understanding your passions, values and interests, and reflect on how these align with potential green careers.
- Read blogs, attend webinars, or listen to podcasts about different topics across green roles, to understand what interests you.
- Set yourself realistic short-term and long-term goals, but be realistic and emphasise patience in building skills and experiences.
- Create a list of your priorities in a job. Use the table below and fill in the information. Knowing all of this will help you on your search:

What environment do you want to work in (e.g. outside or in an office)?	What type of work do you enjoy doing?	What topics are you passionate about?

2. Researching Green Careers

- Explore various green job opportunities, industries and roles through online resources, industry reports and firsthand accounts. A great resource to learn more about green careers is the [Green Careers Hub](#).
- Look up roles in the environment and sustainability sector and read through the job descriptions to see if they match with your list of wants and needs.
- Stay informed about **current trends** and future prospects in the green sector by regularly checking reputable sources.
- Join **HEMA**, the professional membership for sustainability and environmental professionals, to access a wealth of resources and to connect with people in the industry that will help you navigate the environment and sustainability landscape.

3. Identifying Your Skills

- List the skills you have developed from your current and past job experiences, as well as those gained through training and education, life experiences and hobbies.
- There are plenty of self-assessment tools online as well, to help identify your transferable skills.
- Analyse the technical skills and knowledge, and the transferable skills on the job description for the roles you are looking for. List these out for future reference.
- Compare both lists and identify the skills and knowledge you have, and the skills you need to develop.
- Emphasise transferable skills in your CV and cover letter, showcasing their relevance to your desired green career.

4. Filling Knowledge Gaps

- Make a plan to develop your skills gaps, seeking help from others if needed.

Skills gap	Action for development

- Examples for developing specific knowledge:
 - Enrol in relevant **courses**, workshops, or certifications to acquire knowledge and technical skills required for your chosen green career.
 - Look for resources for further self-improvement in the green sector.
 - Consider volunteering, as this can help you gain the skills you need. **Read more about volunteering.**
 - Think about whether you can develop these skills in other areas of your current organisation.
- Examples for developing transferable skills:
 - Look for teamworking opportunities within your current employment.
 - Ask for peer feedback around the skills you are looking to develop.
 - Watch IEMA's How To Series.
 - Consider mentorship schemes or coaching.

5. Crafting A Transferable Skills-Focused Cv And Cover Letter

- Before writing your CV, research the company, sector and the job.
- Create a targeted CV and cover letter, tailoring each application to the values and goals of the organisation.
- Get across your passion for the environment.
- Highlight specific experiences, achievements and motivations for the career change.
- Include achievements that are relevant to the job application. If possible, try to quantify the impact your achievement had and how it helped the organisation you work for.
- Proofread your documents, and have others read your CV and provide feedback.



Get across your
passion for the
environment.

6. Leveraging Work Experiences

- Explore various green job opportunities, industries and roles through online resources, industry reports and firsthand accounts. A great resource to learn more about green careers is the Green Careers Hub.
- Showcase how previous experience is relevant to the green industry by emphasising achievements, responsibilities and skills that align with the new career path.
- When describing your previous roles, don't just list responsibilities – focus on outcomes, i.e., *'I was responsible for X programme and, as a result, we generated X income, or reduced our carbon usage by X'.*
- Highlight any sustainability or environmental initiatives you contributed to in previous roles.

7. Preparing For Interviews

- Research common interview questions, and think about questions you might be asked about the organisation or role. Practice your responses.
- Before the interview, meet with people who work in similar roles, to understand what the process might include and what type of questions the interviewer might ask. Use events or LinkedIn to network or speak to new contacts.
- Find out key information about the organisation such as size, staff, significant projects, geographical locations and turnover. You can research this information online or use LinkedIn to network and find people in the company who can help you understand its values, processes and culture.
- Research the people who will be interviewing you. If you can find them on LinkedIn, look at their background to see if there might be any synergies between your interests or background that can help you break the ice.
- Be ready to discuss how your skills and experiences make you a valuable asset in the context of the company's environmental goals.
- Prepare examples to demonstrate when you have used your transferable skills and how this could relate to the job you are applying for.

8. Finding Opportunities

- Utilise **job boards**, industry-specific websites and professional networks to identify job openings.
- Expand your network. With IEMA, you have access to **regional networks** where you can get to know other sustainability and environmental professionals that could help you land a job.
- Attend green events, join LinkedIn groups and participate in online forums to expand your network and discover hidden opportunities.

9. Continuing Professional Development (CPD)

- Stay current with industry trends by attending **conferences, webinars and workshops.**
- Pursue advanced certifications or additional education to enhance your skills and marketability.
- Set goals for your professional development so you can ensure that your career keeps moving in the direction you want it to.



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10. Advancing Within The Green Sector Once You Land A Role

- Demonstrate a commitment to sustainability and environmental stewardship in your day-to-day work.
- Consistently deliver high-quality work, showcase your dedication to the company's sustainability goals and actively seek opportunities for career advancement within the organisation.
- Remember, your career change is a journey and, by following these steps and staying committed to your goals, you can successfully transition into a fulfilling and impactful green career.