

Chartered Institute of
Environmental Health

Recruitment Pack

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Chartered Institute of
Environmental Health

Welcome from the Chief Executive

Thank you for taking the time to learn more about working with us.

We know that choosing your next role is about more than a job description. It's about finding a place where your work matters, where your voice is valued, and where you can grow while staying connected to a clear sense of purpose. That is something we take seriously here.

Working at the Chartered Institute of Environmental Health means being part of a supportive, collaborative team that genuinely cares about the impact of its work. People describe our culture as professional but human, ambitious but grounded. We share ideas openly, challenge constructively, and support one another to do our best work.

We value trust and flexibility, recognising that great work looks different for different people. We encourage learning, invest in development, and give people the space to build their skills and confidence over time. Just as importantly, we aim to create an inclusive environment where everyone feels respected, listened to, and able to be themselves at work.

You don't need to be an expert in environmental health to succeed here — what matters most is your commitment, curiosity, and willingness to work together towards a shared purpose. Every role plays a part, and we make a conscious effort to recognise contributions and celebrate progress along the way.

If you join us, you'll be joining a team that is thoughtful, motivated, and proud of the difference it makes. I hope this pack gives you a sense of what it's like to work here, and I look forward to the possibility of welcoming you to the organisation.



Chartered Institute of Environmental Health

Our Purpose and Impact

CIEH exists to promote effective environmental health practice grounded in evidence, education and professional integrity. As a registered charity, everything it does is driven by public benefit rather than profit, with income reinvested to support professional development, policy influence and educational standards across the sector.

The organisation works with governments, regulators, employers and practitioners to:

- Set and maintain high professional and educational standards
- Influence public health and environmental policy
- Improve environmental health knowledge and practice
- Champion sustainable development and climate-responsive solutions

Supporting the Public

CIEH works to ensure everyone has the right to live in healthy, safe and sustainable environments. Through campaigning, research and thought leadership, the organisation raises awareness of environmental risks and promotes preventative public health measures

Supporting Professionals

As the membership and awarding body for environmental health, CIEH provides qualifications, accredited training, professional registration, networks and continuous professional development opportunities. Members work in public, private and third-sector organisations across the UK and worldwide.

Influencing Policy

CIEH is widely recognised as a trusted and authoritative voice in environmental health. It provides expert advice, evidence and guidance to local and national government, helping to shape policy that protects communities and supports long-term public health outcomes

Chartered Institute of Environmental Health

Our Values

CIEH is guided by strong professional and ethical values:

Inclusivity
We treat everyone with respect. We welcome difference and hold ourselves and others to account for encouraging diversity of thought and action.

Professionalism
We act ethically to deliver on our promises. We expect and support practitioners to consistently apply the skills and behaviours that engender public trust.

Partnership
We actively seek ways of working with others who share our values to achieve our purpose.

Working at CIEH

Working at CIEH means contributing to meaningful, purpose-driven work that has a real impact on public health and environmental wellbeing. Staff are part of a professional, collaborative organisation that values expertise, continuous improvement and innovation.

CIEH offers opportunities to develop skills, influence national conversations, and support professionals working at the front line of environmental health. Employees are encouraged to bring ideas, challenge thinking and contribute to positive change in a supportive and values-led environment.

Why Join Us?

By joining CIEH, you will:

- Be part of a respected Royal Chartered organisation with a strong public health mission
- Contribute to work that improves lives and communities
- Support professionals who protect health and wellbeing every day
- Work in an organisation committed to fairness, learning and sustainability
- Have the opportunity to make a genuine difference through your role

Role Profile

Job title	**Conference and Events Producer**
Reports to	Conference and Events Manager
Direct Reports	None
Division	Membership Services
Salary	£34,160.00
Application deadline	Thursday 3rd December 2026
Start date	Monday 4th January 2027

Overall Purpose:

The Chartered Institute of Environmental Health (CIEH) is seeking an organised, proactive and enthusiastic individual to join its Membership Services team as Conference and Events Producer on a fixed-term basis.

This role provides an opportunity to contribute to the development and delivery of CIEH's programme of conferences, technical workshops, training courses and membership engagement events, supporting professionals working across the environmental health sector.

Working closely with the Conference and Events Manager and wider Events team, the successful candidate will play a key role in researching and developing engaging event programmes, sourcing and liaising with speakers and trainers, and supporting the successful delivery of both online and face-to-face events.

The role will also involve managing online event delivery platforms, supporting event administration and working collaboratively with colleagues across CIEH to ensure events are delivered effectively, within agreed budgets and timelines.

Key Responsibilities

The main duties and responsibilities of the role holder are as outlined below

- **Event programme development:** Researching emerging topics, identifying opportunities for new conferences and training courses, and developing relevant programme content for CIEH members and wider environmental health professionals.
- **Speaker and trainer engagement:** Identifying, securing and briefing speakers and trainers, maintaining effective relationships and ensuring programme content and materials are delivered to agreed deadlines.

- **Event planning and coordination:** Supporting the planning, administration and delivery of online and face-to-face conferences, technical workshops, training courses and membership engagement events.
- **Online event platforms:** Managing and maintaining online event delivery platforms, implementing updates, troubleshooting technical issues and supporting colleagues and trainers in their use.
- **Stakeholder engagement:** Liaising with internal teams, external stakeholders and CIEH members to ensure event topics and programme content are relevant and engaging.
- **Marketing collaboration:** Preparing event briefs and working with the Marketing team to support promotional activity, including identifying target audiences and developing event information.
- **Event evaluation:** Supporting the development of post-event surveys, reviewing delegate feedback and identifying opportunities to improve future events.
- **Event administration:** Working with colleagues to support event setup, website content, delegate communications and the smooth delivery of events within agreed budgets and timelines.

Other Duties

- Visibly live CIEH values, including our commitment to diversity and inclusion.
- Carrying out the duties of post in accordance with CIEH policies and procedures on Health and Safety and take responsibility for ensuring personal health and safety.
- Working flexibly, prioritising workload and working effectively as part of a team.
- Adhere to relevant legislation, best practice, policies and processes including, but not limited to charity law, the fundraising regulator, GDPR and professional codes and standards.
- This not meant to be an exhaustive list of duties. The need for flexibility is required. We are currently a small team, and the post holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Competencies

	What this looks like in practice
Inclusivity	Makes others feel valued and appreciated. Listens to everyone's views. Shows respect for others. Embraces diversity and different perspectives. Demonstrates a positive, can-do approach.
Professionalism	Promotes open discussion and clear communication. Delivers agreed tasks to a high standard. Prioritises own work while supporting others. Encourages learning and personal development. Shows pride in representing the organisation.

Partnership	Works collaboratively with colleagues, customers and stakeholders. Listens to different views and perspectives. Provides constructive feedback and challenge. Supports others and values teamwork. Thinks innovatively about solutions to problems.

Person Specification:

We are looking for someone who is highly organised, enthusiastic and confident managing multiple projects and priorities.

The ideal candidate will demonstrate:

- Excellent organisational skills, with the ability to manage competing deadlines and priorities.
- Strong written and verbal communication skills.
- Experience in event planning, coordination or project management.
- Confidence in researching topics and developing engaging content for professional audiences.
- The ability to build and maintain positive relationships with speakers, trainers, stakeholders and colleagues.
- Good IT skills, with the confidence to learn and manage online event platforms and digital systems.
- Strong attention to detail and a proactive approach to problem-solving.
- The ability to work independently and collaboratively as part of a team.
- A commitment to delivering high-quality events and a positive experience for delegates.

Experience of delivering online events, webinars, conferences or professional training would be advantageous.

An interest in environmental health, professional development or membership organisations would also be beneficial, although previous experience in the environmental health sector is not essential.

We believe that the unique contributions of all our employees create our success. CIEH is proud to be an equal opportunity workplace. We encourage applications from all backgrounds, regardless of race, religion, gender, national origin, age, sexual orientation, or disability status. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.

How to apply
To apply for this opportunity, candidates should submit:

- **An up-to-date CV**, outlining relevant experience and skills.
- **A supporting statement (maximum 500 words)** explaining their interest in the role, how their experience meets the requirements and what they would bring to CIEH.

These questions give you clearer evidence against the role criteria than a general supporting statement, particularly around delivery and organisation, programme development, and collaboration/stakeholder management.

- Tell us about your experience of planning, coordinating or delivering an event, project or similar piece of work.
  What was your role, how did you manage the different priorities and deadlines, and what was the outcome?
  Maximum 250 words.
- This role involves researching topics and developing engaging conferences, training and events for CIEH members and environmental health professionals.
  How would you approach identifying a topic and turning it into an engaging event or programme?
  Maximum 250 words.
- Tell us about a time you worked with a range of people to deliver something successfully.
  How did you build effective relationships, manage different expectations and deal with any challenges along the way?
  Maximum 250 words.

Applications should be submitted to recruitment@cieh.org by **Thursday 3rd December at 17:00**.

Shortlisted candidates will be invited to attend an interview, and these will be conducted on **Monday 7th and Tuesday 8th December**.

For further information about the role, please contact recruitment@cieh.org

Your Benefits & Rewards

Make a real difference through meaningful, mission-led work
Defined contribution pension scheme, with employer matching up to 13%
Generous annual leave starting at 24 days plus bank holidays, increasing each year up to 32 days
Comprehensive sick pay to support you when you need time to recover
Flexible working arrangements that help you balance work and life
Employee wellbeing support, including access to a full Employee Assistance Programme (EAP)
Paid travel to the office for staff meetings and organisational events
Critical illness cover for added peace of mind
Private healthcare to support your physical wellbeing
Group Life Insurance offering financial security for your loved ones
Occupational Health support, helping you stay well, safe, and supported at work
Eye care support, helping you stay healthy and comfortable at work
Enhanced parental leave to support families at key life moments
Learning and Development opportunities to help you grow your skills and advance your career
Provision of digital and IT equipment for home working, ensuring you have the tools you need to work effectively and comfortably from home
A culture that embraces AI, providing tools and training that help you work smarter, stay innovative, and focus on what matters most
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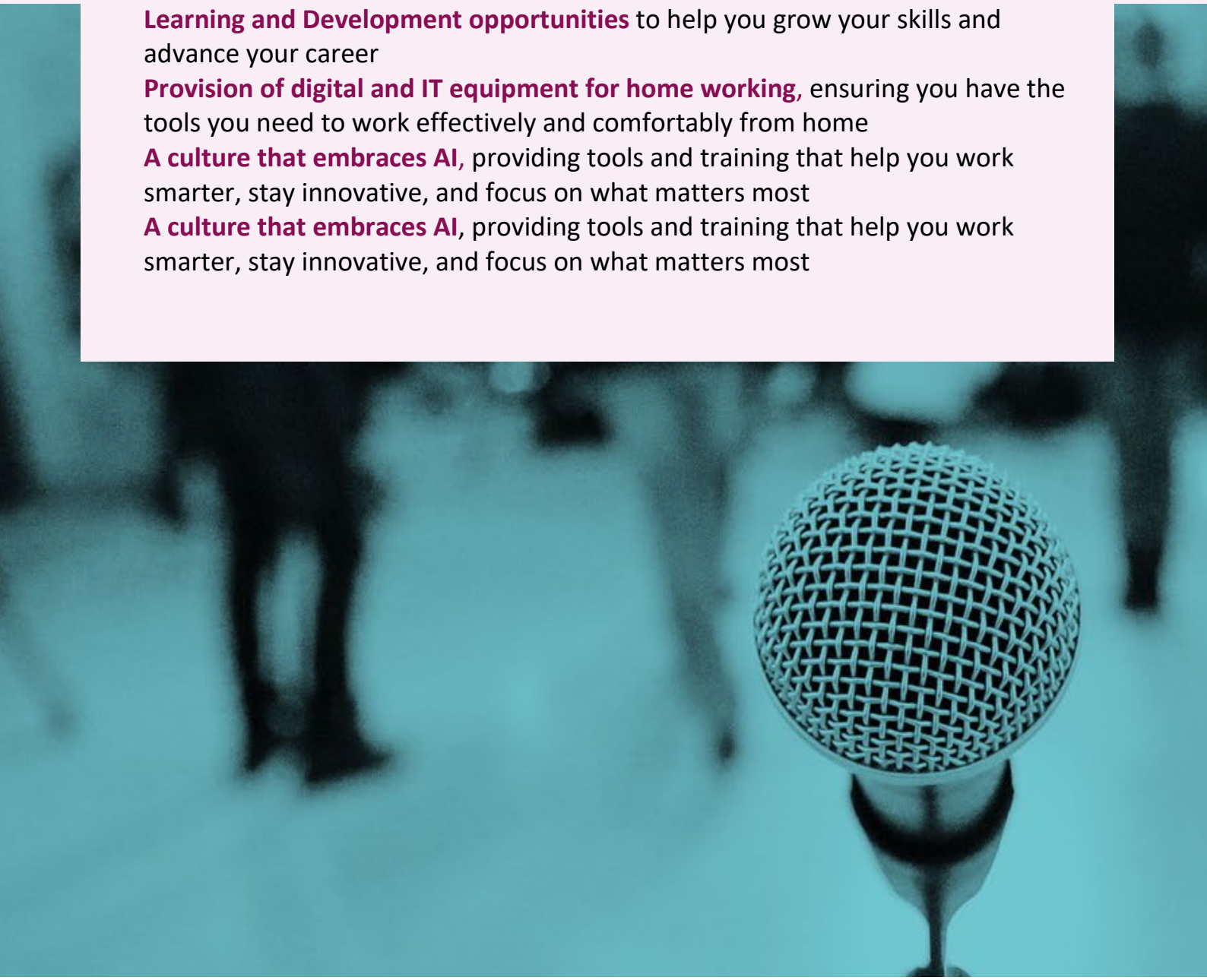



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