

Role Description and Employee Specification

Job Title:	Sustainability & Environment Apprentice	Location:	Coleford
Department:	Environmental & Sustainability	Service:	Communities & Place
Reports to:	Principle Ecologist & Countryside Lead	Working Hours:	37 hours per week
Salary:	£24,788 - £26,911	Peer Group:	APP - I
Business World Post Number:	New post	Job Group:	Level I Case and Field Worker
Contract Type:	2-year Fixed Term Contract	Direct Reports:	N/A

Overall purpose of the Post:	To support the delivery of key projects and services across the environmental and sustainability services areas including Climate Change, Biodiversity and Recycling, whilst developing experience, personal skills and competencies. Undertaking site visits if/when required. Take ownership of customer cases, including consultation with relevant subject matter experts To escalate to the relevant expert as and when necessary The post will be supported to collect and organise key environmental data as well as work with other service areas and stakeholders to support the delivery of a range of projects including public engagement and land and property management.
Key Tasks and Responsibilities:	• Supporting biodiversity audits and habitat-improvement schemes on council-managed land • Assisting with data collection, monitoring, and analysis for climate action and carbon reduction initiatives • Researching best practice in waste reduction, recycling, and circular economy principles • Assessing and supporting environmental responses in relation to land use planning. • Providing administrative support: maintaining project logs, raising purchase orders, and recording outcomes • Helping to plan and deliver community engagement events, workshops, and campaigns

	• Contributing to the development of policies, guidance, and technical reports • Accompanying officers on site visits and in meetings with contractors, partners, and stakeholders • Learning to use GIS, Excel, and other data-management tools to track environmental performance The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• A minimum of 5 qualifications equivalent to NVQ level 2 or GCSE at Grade C/4 or above, must include Maths and English • Ability to take on new challenges and appetite to learn new skills • Ability to 'self lead' from clear instructions and raise questions when necessary. • Ability to pay attention to detail, record and assess data • Ability to read, compose and understand reports • Ability to be courteous, tactful and diplomatic when interacting with customers, colleagues and stakeholders • Values and uses the knowledge, skills and experience of others • Ability to manage time effectively • Ability to maintain confidentiality • Is open to new ideas and willing to change and adapt to business needs • Ability to work effectively as part of a team • Ability to follow instructions and question where necessary • Ability to understand and manage confidential information • Demonstrates a commitment to attending and successfully completing relevant apprenticeship training • Ability to see when mistakes have been made and willingly learn from them effectively
Desirable Requirements Qualifications, Skills and Abilities:	• A genuine interest in the environment and sustainability • Experience of assessing proposals and drafting summaries, reports. • Experience of GIS • High competency of excel.
General Accountabilities:	• The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To actively support the Council to reduce its carbon emissions and deliver climate resilient services and places • To support the response to a major incident, including taking up a designated role within the emergency management framework. • To support the Chief Executive/Returning Officer in administering election responsibilities
Special Conditions:	• You will be expected to work reasonable additional hours in line with the needs of the service.

	• There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel for work purposes and carry out site visits.		
Date Reviewed:	August 2025	Reviewed By:	A Chapman
Checked by HRBP	Clare Jones	Date of Issue:	October 2025