



## **RESEARCHER FOR UKELA'S LAW AND YOUR ENVIRONMENT WEBSITE**

### Background

UKELA is an educational charity that:

- Shares knowledge and best practice across a UK-wide membership network of legal practitioners, academics and students in public, private and voluntary sectors;
- Provides information on environmental rights and responsibilities to the public; and
- Comments to government and policy makers on ways to make better law for the environment.

UKELA has a public information website called [Law and Your Environment](#). It offers a plain guide to environmental law. It was established in 2008 and has been maintained and updated thanks to an endowment fund set up for the purpose. A review was undertaken recently which identified the need to bring the website up to date and make it fit for purpose and future proofed in today's world. We are looking for a researcher to help with this key task.

### Reporting Line

For day-to-day management and guidance, as well as priority-setting, the successful candidate will report to UKELA's Policy and Law Advisor, Dr Paul Stookes and a sub group of trustees tasked with reviewing the charity's communications output. Reporting for line management purposes will be to UKELA's Executive Director, Alison Boyd.

### Principal Duties and Responsibilities

The purpose of the role is to review, streamline and update the content on Law and Your Environment during a fixed term contract. This will include:

1. Undertaking a thorough review of the current content, identifying where and how changes should be made;
2. Preparing a gap analysis to identify those areas of environmental law across the UK not currently or adequately covered;
3. Rewriting/updating content in a format suitable for the current market, in particular to ensure that the website sits alongside other sources of public information and is consistent with the needs and aspirations of members of the public who seek information and sources of advice on their environmental rights and responsibilities;
4. Assist in the transfer of the updated content to UKELA's current website host, working alongside the rest of the staff team;
5. Other duties relevant to the post as may be assigned from time to time.

All duties will be appropriately and reasonably balanced for a role of 1 day per week.

UK Environmental Law Association: better law for the environment

Registered charity 299498, company limited by guarantee in England 2133283

Registered office: c/o Norose Company Secretarial Services Ltd: 3 More London Riverside, London, SE1 2AQ, United Kingdom

[www.ukela.org](http://www.ukela.org)

President: Rt Hon Lord Carnwath CVO of Notting Hill



### Location

The successful applicant will be home-based. There may be occasional in person meetings, but the applicant should assume that most meetings will be conducted via the Zoom platform, including regular staff team calls.

### Person Profile

Candidates must demonstrate:

- Relevant qualifications and experience suitable to the role;
- A legal degree and/or legal professional qualification, and an interest in the environmental law field;
- Legal research skills;
- Strong IT skills used in a flexible and efficient way to support a wide range of research and collaborative tasks;
- Good communication skills, both written and verbal;
- A proactive and flexible attitude to work.

It is desirable that candidates have:

- Good knowledge of UK environmental law.

Candidates should also be able to provide evidence of:

- Flexibility in their approach to work, consistent with the needs of a small, home-based staff organisation with a large volunteer network;
- An interest in, and aptitude for, “on the job” learning.

### Work Pattern, Remuneration & Benefits

- 1 day per week (7.5 hours which can be worked flexibly throughout the week) for a fixed period of 12 months.
- Salary in the range £29,000 to £32,000 pro rata to working hours for a suitably experienced candidate (i.e., £5,800 to £6,400)
- Opportunity to enrol in pension scheme
- Annual leave: 28 days plus statutory holidays pro-rata to contracted hours (6 days)
- Home-based role. It is expected that the successful candidate will have the relevant IT equipment, but if not, this will be provided as appropriate or a contribution paid towards costs.

### Additional Information

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This role is for a fixed period of 12 months and is a 'task and finish' role. There may, by mutual arrangement, be the opportunity to shorten the contract period by increasing to 2 days per week.

#### Application and Interview Timetable

Please send a CV and succinct covering letter explaining your suitability for this role to UKELA's Executive Director, Alison Boyd at [alison@ukela.org](mailto:alison@ukela.org) by midday on 20 October 2021. Interviews will be held during weeks commencing 25 October and 1 November via the Zoom platform. For an informal discussion about any aspect of this role, please email Dr Paul Stookes at [paul@ukela.org](mailto:paul@ukela.org) to arrange a suitable time. Start date is expected to be around the end of November, start of December, on a mutually agreeable date.

**UKELA is an equal opportunity employer**

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