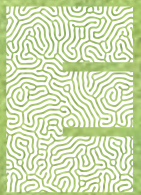

CVs and application tips

Amy Padfield – Head of Professional Development



**BRITISH
ECOLOGICAL
SOCIETY**

Who are you?



CVs:



Non - academic

One to two pages

Limited sections e.g. education history, work experience

Tailored to the role applying for

Formatted clearly and keep jargon to a minimum

Academic

Can be quite long

Additional sections e.g. publications, conference attendance, memberships

Tailored for the role applying for

Formatted clearly and keep jargon to a minimum

ACADEMIC CV EXAMPLE

from CV Genius

07113 568 237 • your.name@gmail.com • 40 Berkshire Road, Leeds, LS1 3DA • [Linkedin.com/in/your.profile](#)

Passionate and dedicated lecturer and current Ph.D. student, with 4+ years of research and teaching experience in Biology and Anatomy. Recent history instructing undergraduate and postgraduate students, overseeing and conducting research, and publishing academic papers. Author of 3 journal articles on nutrition and diet. To date contributed to 3 conferences by presenting research results and findings.

Education

University of Leeds (20XX–present)

Ph.D. in Molecular Biology

Funded research on the effects of fasting and cardiovascular health, by the University of Leeds's STEM programme and British Heart Foundation

Thesis title: Intermittent Fasting and The Heart

Supervisor: Professor David Hawksfield

University of London (20XX–20XX)

MSc Biological Sciences

Relevant Modules: Molecular Biology, Biophysics, and Microbiology

Thesis: The Modern Diet and Its Effects on Microbiology and Gut Health

University of Southampton (20XX–20XX)

BSc (Hons) Biology — first-class honours

Relevant Modules: Cell Biology, General Microbiology, Micronutrients for Health, Energy Metabolism & Endocrinology

Thesis: Cardiovascular Health and Life Longevity

Academic CVs

Publications

Lance M., Headstead J., William J. (2021). Benefits of Fasting and Cellular Regeneration. *European Heart Journal*, 35(3) 35-45.

Greenway H., Headstead J. (2020). Dietary Restrictions and Human Metabolic Health. *The Nutrition Society*, (34)(8) 18-24.

Greenway H., Cho, M. (2019). Dietary protein and amino acid restriction: Roles in metabolic health and ageing-related diseases. *Metabolism*, (3)(6) 810-828.

Teaching Experience

Jun 20XX–Present

Reader in Biology | University of Leeds

- Teach undergraduate-level biology courses, such as Anatomy, Microbiology, & Cell Biology
- Prepare lectures, mark exams, and deliver lab materials for classes of 50–70 students
- Consistently praised for my helpful feedback on exams and lab projects, and ability to break down complex cellular functions into easy-to-understand concepts

Academic CVs: Other considerations



- Any funding you've received? Not too early to seek funding!
- Referees – supervisor? Someone in related field and knows you?
- Publications – may not currently have any. Could include articles submitted with intent to publish
- Presenting posters or talks at conferences
- Look out for opportunities e.g. student helpers at conferences

AMY PADFIELD

PROFILE

A highly motivated education and engagement professional with extensive experience in developing and delivering inspiring formal and informal education programmes for all ages.

WORK EXPERIENCE

British Ecological Society

2017 – present

Head of Professional Development
(previously Senior Education and Engagement Manager)

- **Project Manager** for “Connecting Schools to Nature” project funded by the Green Recovery Challenge Fund, DEFRA/National Heritage Lottery Fund. Leading a remote team to deliver above expected aims including engaging with over 5,000 children in 72 schools, engagement activities, and training and support of teachers and adult volunteers. Lead on partnership relationship building, multiple budgets holder, and evaluation and reporting to funders
- **Strategic oversight of the Education and Careers Committee remit** of the BES Strategic plan including education and schools initiatives, training, mentoring and education policy. Oversight of public engagement programmes and managing external partnerships e.g. RHS Chelsea, New Scientist Live, Big Bang, Edinburgh Science Festival, Festival of Nature
- **Strategic oversight** of the BES Summer School, Next Generation bursaries, mentoring programme, digital development.
- **External partnership development** and steering group co-ordination of projects including Ecology Week and engagement activities
- **Senior Leadership discussion contribution** on areas including wellbeing, training, collaboration across teams and income generation
- **Deputising for the Director of Communities and Inclusion**, including as designated safeguarding lead and wider team lead

Non- academic CVs

Royal Society of Biology

2012 - 2017

Qualifications and Skills Officer

- Development and delivery of events and resources relating to skills acquisition and careers including lead of the Careers Committee and Life Science Careers Conferences
- Delivery of engagement programmes to all ages including schools and public groups
- Delivery of the Degree Accreditation Programme as part of a network of external stakeholders

Royal Botanic Gardens, Kew

2013 - 2015

Presenter and Family Workshop Leader

- Leading engagement workshops on gardens and inspiring plants
- Contributing to the development of activities and ensuring health and safety

People’s Trust for Endangered Species

2012

Administrative Officer

- Social media, primary PR contact during “Hedgehog Street” campaign and support of the Orchard project, fundraising, finance administration, donations, public engagement and managing volunteers

Hargreaves Lansdown (Whilst completing part time MSc)

2009 - 2012

Vantage SIPP Administrator

- Transferring pensions as part of a team, training new staff and associated administrative tasks

VOLUNTARY EXPERIENCE

1st I&P Scout Group – Beavers

2022 - present

- Ad-hoc coordination and delivery of sessions and support to Beavers group and volunteers

Woodland Trust

2019 – 2022

- Visitor engagement via events at Tring park including "Festival of Light" and schools engagement

Windmill Preschool

2019 – 2021

- Member of the Board of Trustees responsible for governance of local preschool
- Seeking funding for projects including green transformation of the preschool grounds

Koke'e Program

2008

- Clearing invasive plant species, botanical skill development, events with local communities

Global International Organisation, Costa Rica

2007

- Data collection, young people and community engagement, teaching English as a foreign language

Bristol Zoo Gardens

2005 - 2007

- Outreach sessions in schools and communities, engagement with visitors and school groups on site

Plantlife, the Wildlife Trusts, BTO, RSPB

Various

- Schools outreach, practical management and public engagement activities for all ages

Non-academic continued:

COMMITTEE AND WORKING GROUP MEMBERSHIP

- **British Ecological Society** – Education and Careers Committee, Equality and Diversity, Public Engagement Working Group, Wellbeing, Teaching and Learning Special Interest Group
- **Royal Society of Biology** – Education Policy Advisory Group, Careers Committee, Outreach and Engagement, Equity and Diversity
- **Nature Connection Network**
- **Wildlife and Countryside Link** – Education & Learning Policy Group and Equality, Diversity & Inclusion
- **Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust** – inducting as a Trustee

KEY SKILLS AND TRAINING

- Women in Leadership
- Mental Health First Aid qualification
- Equality, diversity and inclusion
- Safeguarding lead in charities
- Budget and project management
- Bid writing and fundraising
- Strategic planning
- Developing mentoring schemes

EDUCATION

University of Bristol

MSc Ecology and Management of the Natural Environment

Merit

BSc (Hons) Zoology

2:1

Key points

- **Dynamic document – always amend to the role you're applying for**
- **Put in key words from job adverts**
- **Limit the word count, format is important**
- **Write clearly with no jargon**

Activity: CVs on padlet



Cover letters

- Limit the word count
- Make it personalized and specific to the role
- Include key words and phrases and provide evidence you meet the job description
- Proofread!



Transferable skills

- During your degree which skills have you acquired?
- Any additional experience outside of your degree?

Activity - look up a role that may interest you:

- What does the job description note down as essential/desired?
- Where can you gain this experience?
- Does anything you've done during your degree fit as a transferrable skill?



General applying for role tips

- **Show you have researched the organisation or research group you're applying to**
- **Consider your transferable skills – search for job now even if not applying**
- **If you don't meet 100% of the job specification you can still apply**
- **Don't be put off if unsuccessful**
- **AI?**

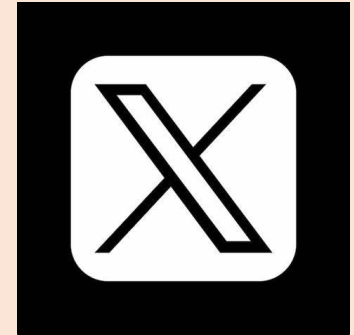


Applying for roles: Don't forget social media

- **Seek opportunities and raise your profile!**

- **X/ twitter**

- Personal vs professional account
- Raise your profile

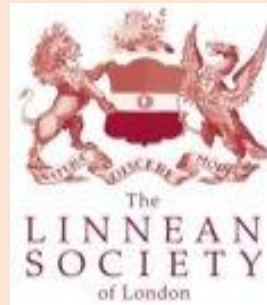


- **LinkedIn**

- Repost and like relevant posts
- Create your profile to match roles you are applying for



What can learned societies do for you?



Where to look for opportunities:

- Individual approaches e.g. potential supervisors
- Twitter/X
- Find a Masters
- Find a PhD
- Specific to the sector you're applying e.g. Environmentjob, Charityjob
- Learned society websites e.g. Royal Society of Biology
- You don't need to fit every criteria!
- Where do you look?

BES Undergraduate Summer School





Mentoring

BES Bursaries





Annual meeting student helper