

Role Title: Chief Operating Officer

Location: Remote: UK preferred. If outside the UK, must have strong knowledge of UK regulation regarding corporate governance and finance.

Role type: Permanent

Salary: Up to £180k plus benefits (incl. 10% company pension contribution), or equivalent market rate if based outside the United Kingdom.

About the role

The Executive Secretariat for the Integrity Council for the Voluntary Carbon Market (ICVCM) is seeking an experienced and accomplished Chief Operating Officer to lead the development and implementation of our 5-year business plan and oversee an exciting period of transition to a mature, stable not-for-profit organisation with a self-sustaining business model.

Working closely with the CEO, and supported by other relevant directors and teams, the successful candidate will be responsible for the overall operational, financial and programmatic delivery of the ICVCM, including C-level oversight of our assessment and assurance processes, enabling us to deliver our vision of finance delivered at scale for climate solutions that support people and planet.

The ideal candidate will have delivered significant operational change within an NGO/not-for-profit or commercial organisation, have extensive experience of effective NGO/not-for-profit corporate structures and governance systems, and strong working knowledge of carbon markets. They will be able to represent ICVCM externally, managing engagements with multiple external stakeholders, whilst also focusing on internal operational excellence.

Key duties

- Lead the development and implementation of the 5 year business plan, ensuring clarity of strategic direction, funding and resource requirements, and priority areas for delivery.
- Lead the development and implementation of the ICVCM's long-term self-sustaining business model – including fee structures, negotiations with market participants, legal arrangements and contracts, changes to corporate structure, VAT and IP matters.
- Oversee the preparation of annual work plans and associated budget and resource allocation in line with strategic priorities.
- Work with the Directors in your area to support them in developing and executing strategic plans, ensuring that plans are realistic, achievable and combine to deliver cohesive implementation of the business plan.
- Ensure the overall success of the ICVCM operational maturity workstream, and the further development of strong operational foundations (including IT, HR, finance, administration and programme/project management).
- Ensure the overall success of assessment and assurance workstreams to deliver consistent, transparent and timely outcomes.
- Oversee effective process improvement to drive operational excellence across your areas of responsibility, including finance, HR, assessment, and assurance.

- Support the CEO in developing and maintaining a high performing and supportive culture within the ICVCM, with an effective people strategy designed to attract, retain and develop staff, and support our ICVCM staff values.
- Work with the CEO to ensure robust governance, including in relation to the Governing Board and its committees and panels, and maintain and evolve our related policies and procedures at best practice level.
- Oversee management, governing board and corporate board reporting to ensure timely and accurate information flows to support effective decision making.
- Oversee the ICVCM approach to risk management, ensuring effective mitigation actions are delivered and reported accordingly.
- Oversee the approach to financial management, taking responsibility for the overall financial health of ICVCM, and ensuring effective systems and processes for tracking and reporting of expenditure to the Governing Board and corporate board, management and funders.

Experience

Experience	Essential	Desirable
Extensive operational management and leadership experience, likely to be 10+ years.	X	
Proven track record of delivering organisational change and development programmes	X	
Experience of developing and implementing comprehensive long-term business plans	X	
Experience of successfully developing and implementing new corporate structures and business models	X	
Strong track record of working with Boards to develop and maintain robust governance procedures	X	
Extensive experience of managing budgets and financial reporting	X	
Demonstrable success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams	X	
Fully fluent in English, and accustomed to working in and with organisations where English is the primary language of communication	X	
Experience of working in corporate climate/ESG action or related fields		X
Experience of working in an international context and/or across multi-agency project teams and time zones.		X
Professional qualification related to the core function of the role – e.g. accountancy, law or similar.		X

Skills, Abilities & Attributes

- Strong commercial acumen and an entrepreneurial mindset, with the ability to build and execute while designing for the future

- Good understanding of approaches to corporate structures, ideally within an NGO/ not-for-profit context, and related commercial, legal and VAT considerations.
- Extensive knowledge of financial management and reporting processes within a commercial and/or NGO organisation.
- Good working knowledge of commercial contract law, and the ability to execute on legal advice.
- Strong working knowledge of carbon markets
- Good understanding of effective risk management approaches.
- Strong negotiation skills.
- Able to focus on organisational goals amid multiple competing risks and demands, and a capacity to prioritise effectively in order to deliver results.
- Excellent leadership skills, with the ability to inspire, nurture talent, and collaborate effectively.

About the Integrity Council

The Integrity Council for the Voluntary Carbon Market ([ICVCM](#)) is a multi-stakeholder led independent governance body. It establishes and maintains the highest standards of integrity, ethics, sustainability, and transparency for the global voluntary carbon market.

We enable the conditions for a high-integrity voluntary carbon market to contribute to the goals of the Paris Agreement and the UN's Sustainable Development Goals (SDGs), by setting and enforcing a global benchmark for high-integrity carbon credits – the [Core Carbon Principles](#).

At the Integrity Council, we promote a positive, collaborative culture and are committed to building an inclusive and equitable workplace for all. We know that achieving our mission of a net zero transition is not possible without fostering a work environment in which colleagues from all backgrounds and experiences can thrive.

ICVCM is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply.