



## Application Pack: Senior HR Manager

### Welcome!

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Thank you for your interest in working with the Integrity Council for the Voluntary Carbon Market (the ICVCM).

This pack will give you an overview of our organisation's role in the voluntary carbon market, how we work and give context to the job you're applying for. You can also find lots of information on our website.

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## Introducing the ICVCM

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If you join the Integrity Council for the Voluntary Carbon Market, regardless of which role you are in, your work and efforts will contribute to our organisation's goals to accelerate climate action.

We are a non-profit, independent governance body that aims to set and maintain a global standard for high integrity in the voluntary carbon market, unlocking private climate and carbon finance that would not otherwise be deployed.

### What does that mean?

The latest climate science is clear that global emissions must be drastically reduced to avoid climate catastrophe and secure a habitable climate for the future.

At present, the world is not on track to limit global warming to 1.5° in line with the goals of the Paris Agreement. In order to change this, we need to use every tool available to us. This includes reducing carbon emissions at source but will also rely on maximising carbon markets which support the issuance, buying and selling of carbon credits, funding projects and programs that generate emission reductions and/or removals that would not occur without finance from carbon credit finance.

Voluntary carbon markets refer to markets which supply carbon credits to corporations and individuals that want to compensate for their carbon footprints and meet sustainability targets. "Voluntary" is used to differentiate from compliance markets, which exist as a result of policy or regulatory requirements. While companies must prioritise rapid cuts to their own emissions, buying carbon credits allows them to go further, taking responsibility for emissions they cannot yet cut.

### Bringing integrity

The voluntary carbon market (VCM) can only thrive and deliver its potential impact if it is rooted in high integrity, transparency and trust. Integrity in this context can mean:

- Ensuring the promised reduction or removal is reliable – i.e. Does one carbon credit equal a tonne of greenhouse gas emissions reduced or removed from the atmosphere?
- Social and environmental safeguards mitigate potential adverse impacts of carbon crediting projects and deliver positive social and environmental impacts.
- Human rights of any impacted Indigenous Peoples and local communities are respected.
- Carbon crediting programs ensure that transactions are supported by transparent reporting and governance.
- ...and more

### Introducing ICVCM

We were founded in 2021, as a result of the Taskforce on Scaling Voluntary Carbon Markets. As an independent body, our role is to establish principles (the Core Carbon Principles - CCPs) and an assessment framework to validate the integrity of carbon crediting methodologies and programs. This means assessing existing programs and methodologies for 'CCP eligibility', ensuring that CCP-eligible programs and methodologies continue to comply with the CCP rules, and continually work to improve our principles and frameworks over time.

We have a growing team, working closely with an independent governing board, experts and members of Indigenous Peoples and local communities to ensure that our frameworks are fit-for-purpose to deliver integrity and transparency across the VCM.



## How We Work

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### Our Vision and Values

As a team, we are working to deliver our vision and mission:

	High integrity carbon finance delivered at scale for climate solutions that support people and planet
	<b>Build integrity and scale will follow:</b> we set the independent global standard to deliver a mature, efficient, high integrity voluntary carbon market. This will unlock finance at speed and scale for impactful, measurable and inclusive climate solutions.

This is underpinned by our values, which we aim to bring to everything we do:

**Integrity:** We have integrity, demonstrating honesty, transparency, accountability and responsibility for our work and commitments.

**Collaborative:** We are collaborative, harnessing collective skills, experience and partnerships through active listening, openness, constructive feedback and positivity.

**Impactful:** We are impactful, using innovative, strategic and creative thinking and challenging assumptions to overcome barriers to achieving our mission.

**Inclusive:** We are inclusive, welcoming and learning from diverse opinions and perspectives, embracing everyone's uniqueness, and treating others with understanding, kindness and respect.

### Where We Work

We have team members across the globe, and are a fully remote organisation. We place high value on relationships and therefore try to find opportunities to meet face to face from time to time; travel to these events is encouraged for all team members, and for some roles travel will be required to attend events, meetings and conferences. However, you will not be required to attend an office on a daily or weekly basis!

### When We Work

Our core time zone is UTC. Depending on the level of real-time interaction required with co-members, we are able to support different time zones. We can discuss this at interview for your specific application.

## The Role

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The Senior HR Manager (equivalent to Head of People) supports ICVCM to recruit, develop and retain an engaged and effective team and to develop and improve the efficiency of internal HR systems and processes. The Senior HR Manager is integral to ICVCM's plans to scale up and mature as an organisation. Working with the Operations Director to define and deliver the HR strategy, as well as taking the lead on day-to-day HR operations acting as a trusted partner to the business. The Senior HR Manager will cover all HR core functions – business partnering, payroll (via our provider), recruitment, reward, policy, learning and development and performance management – and will work closely with the PMO team to develop and enhance HR policies, systems and processes as part of the Operational Maturity Program.

The Senior HR Manager will lead on international HR matters (working with an external Employer of Record), managing complex contracting arrangements for subject matter experts, and shape approaches to global HR matters as the organisation grows. This is a generalist role, delivering the full HR function, with opportunity to introduce good practice and efficiency to deliver an enhanced employee experience.

## Key duties

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### **HR Function and policy:**

- Review, draft and develop HR policies to ensure that they are best practice, up-to-date, and in line with ICVCM Values and meet legal requirements.
- Review current HR service provision (systems and outsourced services) and recommend changes or enhancements.
- Provide business partnering to managers across the business, developing team growth/hiring, succession and retention plans.
- Drive good practice in Equality, Diversity & Inclusion.
- Manage the relationship with the international employer of record and all day-to-day interactions.
- Oversee payroll, managing the relationship with the payroll provider and ensuring any changes are communicated in a timely manner.
- Manage any employee relations casework, as required.
- Lead on the ICVCM staff surveys.
- Work with the Operations Director and PMO to deliver the HR outcomes of our Operational Maturity Programme.

### **Reward & Remuneration:**

- Review and develop the remuneration and reward strategy, including pay review process and salary bands.
- Develop the talent management strategy and succession planning approach including progression and promotion etc.
- Review benefits provision for the whole organisation, including internationally.
- Manage the annual pay review process, and any out of cycle pay review business cases.
- Undertake benchmarking of roles and salaries, drawing on external expertise when this is required.

### **Performance Management and L&D:**

- Ensure that staff and managers are supported through the probation period to set effective targets and goals.
- Provide individual support for specific cases when performance improvement is required.
- Develop and manage all aspects of the performance management approach – including goal setting, feedback processes, interim and end of year reviews - working with line managers to ensure they are trained and supported to carry these out effectively.
- Employee engagement - engage regularly with team members to explain the approach to L&D, and seek feedback for improvements.
- Build and promote a culture of kindness, challenge and support, in line with the ICVCM values through all interactions internally and externally.
- Develop the L&D offering, including working with the team to identify needs, further bespoke training options and ownership of our eLearning platform.

#### **Recruitment, onboarding & offboarding:**

- Develop job descriptions in partnership with managers, ensuring a consistent and holistic approach across the organisation and alignment to ICVCM values
- Provide advice on appropriate recruitment route and contracting options
- Advertise roles, managing relationships with LinkedIn, websites and other recruitment partners, as appropriate, and manage recruitment campaigns from end-to-end
- Embed equality and diversity approach throughout the recruitment process; monitoring the impact of any actions taken
- Make suggestions and amendments to current recruitment processes, including adoption of recruitment platforms
- Make offers of employment, drafting contracts of employment or services contracts
- Working with the PMO, Operations Director, Business Administration Manager and wider staff group, develop enhanced onboarding processes to ensure all new staff are well supported, understand their role, and can operate effectively
- Manage the onboarding process with support from the Business Administration Manager, and engage with the international Employer of Record where required
- Manage effective offboarding of staff, with support from Business Administration Manager, including exit interviews and embedding of lessons from that process.

#### **General**

- Lead and manage staff within their area of responsibility, ensuring that they are appropriately trained, developed and motivated, and appraising staff who report directly to them.
- Ensure compliance with all corporate governance requirements and policies such as GDPR and information security.
- Work effectively with various internal and external stakeholders.
- Demonstrate and follow ICVCM's values in all aspects of your work.
- Other duties commensurate with role as required.

## Experience

Experience	Essential	Desirable
Significant prior experience in a generalist management or partner HR role, with considerable autonomy	x	
Proven track record of successfully implementing new processes, policies and procedures in line with organisational growth	x	
Proven experience of change management and delivering organisational change.	x	
Experience in managing recruitment and selection processes	x	
Experience of partnering with managers to solve complex HR challenges	x	
Demonstrable experience of planning and delivering project work alongside business as usual.	x	
Experience with international HR matters and/or working with Employers of Record		x
Experience of working with remote / dispersed teams		x

## Skills, Abilities & Attributes

- Chartered Member CIPD (or equivalent professional experience).
- Sound understanding of UK employment law and HR issues impacting smaller and remote organisations.
- Strong organisational skills - capable of handling multiple projects / tasks and ability to meet deadlines, logically tackle problems and set priorities.
- Able to use experience and knowledge to provide a consultative, enabling and risk-based HR service which supports the ICVCM's strategic focus.
- Able and willing to balance long-term strategic work with day-to-day operational priorities.
- Customer focus – strong interpersonal skills.
- Flexibility, adaptability, resilient to change and comfortable working in a fast-paced environment.
- Discretion and confidentiality.
- Excellent IT skills, in particular in the use of Microsoft Office 365 suite.
- Positive, can-do attitude with a focus on developing ideas and solutions as part of a team.

## Our Interview Process

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We aim to keep our interview process as inclusive and transparent as possible.



If you have any questions, please feel free to ask these as you progress through this interview process with us.

## Our Offer

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We advertise salaries in GBP; if you are outside the UK, we will discuss equivalent salaries as we go through the process.

Our benefits offering also has some variation, due to local regulations and requirements. We aim to offer a fair package to all staff members, whatever their location, but fair does not always mean identical.

All team members are covered by life assurance and income protection insurance from day one, receive a generous holiday allowance, and have access to an Employee Assistance Programme and a shopping discounts platform. We will discuss the specifics for your location during interview.



## Questions?

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If you have any questions, please submit these through the question function in BeApplied or email [HR@icvcm.org](mailto:HR@icvcm.org).

We look forward to receiving your application!

