



## 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:

 <p><b>VISION</b></p>	<p>High integrity carbon finance delivered at scale for climate solutions that support people and planet</p>
 <p><b>MISSION</b></p>	<p><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.</p>

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 is a standalone role responsible for ensuring comprehensive and effective HR leadership and support to the leaders, managers and employees of ICVCM, working as an experienced generalist across all core HR functions. They will work with the Managing Director, Global Operations and CEO to define and deliver an effective and comprehensive HR strategy aligned to organisation objectives and culture.

The Senior HR Manager will cover all HR core functions – business partnering, employee relations, payroll (via our provider), recruitment, reward, policy and learning and development – and will work closely with the wider Operations team to develop and enhance HR policies, systems and processes as part of the Operational Maturity Program.

The ICVCM is a UK-based organisation which operates globally, as such our policies and procedures are based in UK legislation and best practice. The Senior HR Manager will lead on both UK and international HR matters (working with our external Employer of Record for Non-UK staff as needed) and shaping approaches to global HR matters as the organisation grows.

## Key duties

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### Strategic HR Leadership & Policy

- Align HR strategies with overall business objectives to drive organizational effectiveness.
- Continuously improve HR delivery by drafting, developing and reviewing policies, processes and systems to meet best practice, legal compliance, and alignment to ICVCMs culture.
- Provide HR information reporting, including monitoring of HR key performance indicators (KPIs) such as cost-per-hire and turnover rates.

### Talent Acquisition & Management

- Set the strategy for and oversee the end-to-end recruitment and selection process to attract and hire qualified and high-quality candidates.
- Develop and deploy the talent management strategy, L&D strategy and succession planning model including progression and promotion etc.
- Manage the onboarding and induction of new employees, including through the employer of record where required, with support from colleagues across the Operations Team.
- Manage the offboarding of employees, including the exit interview process, ensuring feedback is appropriately addressed where needed.

### Employee Relations & Performance

- Support managers by advising and coaching on HR matters, through effective business partnering.
- Manage any employee relations matters as required in line with legal requirements and best practice, including conflict resolution, investigations, and disciplinary actions.
- Manage and monitor performance appraisal process to drive employee engagement and development.
- Ensure a constructive work environment by promoting a positive culture, equality, inclusion, diversity and collaboration.
- Lead on employee engagement activity such as annual staff survey.
- Respond appropriately to ad hoc HR queries, communicating effectively with relevant parties.

### Compensation & Benefits

- Create, manage and seek approval for compensation strategies and employee benefit plans.
- Lead annual processes such as pay and incentives reviews.

- Manage payroll, including oversight of the external payroll provider to required timescales.

#### **HR Operations & Projects**

- Contract manage the employer of record and liaise with them as required to ensure all HR activities for non-UK staff are completed, in line with relevant legislation and best practice.
- Provide relevant HR information to staff as required, including creating, maintaining and updating the Staff Handbook.
- Manage and lead HR initiatives and projects to develop the HR function in collaboration with the Associate Director, Operations and wider Operations team.
- Administer essential HR technologies, including recruitment, HR management, benefits and eLearning platforms.

#### **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**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Significant prior experience in a generalist HR Manager/Senior HR Manager/Head of HR role, with considerable autonomy, within a UK based company (5+ years)	x	
Experience working in a standalone HR role balancing strategic planning and operational delivery	x	
Comprehensive understanding of current and future UK employment law	x	
Experience working within HR in a global context (e.g UK based global organisation), including managing employers of record across multiple regions	x	
Proven track record of successfully implementing new processes, policies and procedures in line with organisational growth	x	
Significant experience in employee relations case management, inc. through employers of record	x	
Experience in managing recruitment and selection processes	x	
Experience working within HR in an SME/Not for Profit setting	x	
Experience of partnering with and coaching leaders and managers to develop management skills		x
Experience of working with remote / dispersed teams		x

## **Skills, Abilities & Attributes**

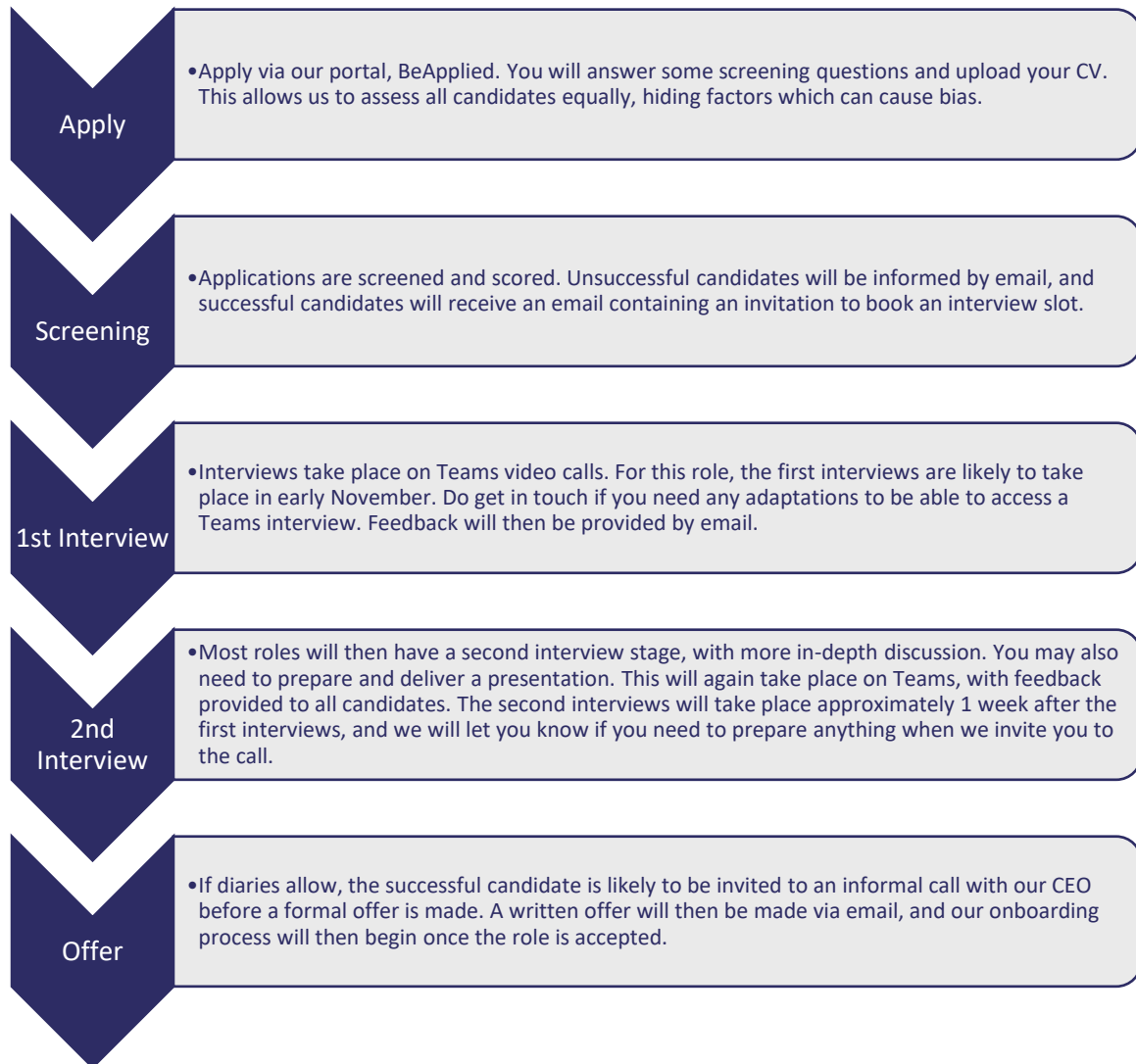
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- Chartered Member CIPD (or equivalent professional experience).
- Sound understanding of UK employment law and HR issues impacting smaller and remote organisations.
- Strong organisational skills - capable of handling multiple projects / tasks and 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, and receive a generous holiday allowance. 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.

We look forward to receiving your application!

