



**Application Pack: Continuous  
Improvement Work Program  
Coordinator**

**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.

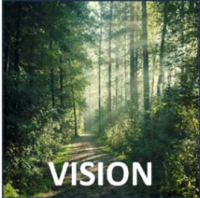
We have a growing team, working closely with an independent governing board, experts and members of Indigenous Peoples and local communities to ensure that our frameworks are fit-for-purpose to deliver integrity and transparency across the VCM.

## 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 we 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 Continuous Improvement Work Program (CIWP) Team plays a central role in convening leading market experts and key stakeholders to collaboratively address complex challenges and opportunities in the carbon market. Through the CIWPs, the team drives the development of high-integrity solutions that accelerate emissions reductions and removals, foster innovation, and strengthen transparency and robustness across the market. This work supports a virtuous cycle of feedback between voluntary and emerging compliance markets globally.

As **CIWP Coordinator**, you will be an integral part of the CIWP Team, supporting the delivery of its strategic goals and operational excellence. You will work closely with the CIWP Director and CIWP Manager to ensure the smooth coordination of CIWP processes, meetings, and documentation. This includes organizing and maintaining clean, accessible records, preparing technical materials and research when needed, and producing monthly reports that track progress and engagement.

This is a collaborative and dynamic role, requiring strong organizational skills, attention to detail, and the ability to work confidently with internal and external stakeholders. You will help ensure that the CIWP programme runs efficiently and effectively, contributing to its mission of advancing high-integrity climate action through inclusive and expert-led dialogue. Experience or knowledge in carbon markets or related fields is a strong advantage.

## Key duties

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- **Support delivery of CIWP Team goals and strategy**
  - Provide direct support to the CIWP Director and CIWP Manager in delivering overall goals and strategy.
  - Assist in maintaining clean, organized, and up-to-date documentation across CIWP workstreams.
  - Support the CIWP Team in preparing technical materials and conducting research when needed.
  - Contribute to internal lessons learned documentation and improvement initiatives.
  - Coordinate with Communications and CIWP Teams to prepare materials for stakeholder engagement and dissemination.
- **Act as operations lead of multiple CIWPs**
  - Set up recruitment forms and manage invitations for CIWP Working Group participants.
  - Track participant confirmations, rejections, and form submissions (COI and Confidentiality).
  - Maintain and update participant trackers and attendance records across all CIWP sessions.
  - Organize and manage all CIWP-related meetings, including pre- and post-session calls.
  - Coordinate with CIWP Facilitators to prepare meeting materials (e.g., agendas, slide decks, run-of-show).
  - Ensure timely upload of documents to SharePoint and distribution to participants.
  - Upload session summaries, reports, and relevant materials to designated SharePoint folders.
  - Generate statistics on participation, attendance, and platform usage (e.g., OC, Salesforce).

- Archive CIWP documentation and coordinate with PMO for space closure and access removal.
- Set up and manage the CIWP email inbox within the ICVCM Executive Secretariat.
- **Support the CIWP Coordination Group**
  - Coordinate meetings of the CIWP Coordination Group, including scheduling, invitations, and logistics.
  - Prepare and distribute meeting materials in advance, ensuring clarity and completeness.
  - Take accurate notes during meetings and track follow-up actions to ensure accountability.
  - Maintain organized records of CIWP CG discussions and decisions to support continuity and transparency.

## Experience

Experience	Essential	Desirable
Relevant professional experience in a Committee, board or governance Management role, ideally in a NGO, Government, Local Authority, Not for Profit or Charity.	x	
Have experience of providing high-quality customer-focused corporate governance support to Boards and/or Committees to include: preparing agendas in line with business priorities and governance requirements; drafting, commissioning, reviewing and editing papers, presentations and reports; briefing paper authors and attendees; preparing high-quality minutes; circulating and tracking actions arising from meetings; monitoring conflicts of interests; supporting induction and training for members.	x	
Experience of knowledge/data management ensuring data remained secure and accurate at all times.	x	
Knowledge and experience of working with and supporting a diverse range of stakeholders, such as with board members and subject matter experts.	x	
Experience of working with distributed, remote stakeholders, ideally in a global context or other setting which requires understanding or demonstration of cultural sensitivity.		x
A recognised administration and/or governance qualification		x
Technical knowledge, experience and interest in carbon markets or related fields.		x

## Skills, Abilities & Attributes

- Ability to deliver effective coordination and support in a complex and technical environment.
- Excellent written and verbal English.
- Excellent communication skills, establishing positive relationships with stakeholders including non-executive board members, experts, senior members of staff and external parties
- Ability to effectively manage board and committee processes and materials such as taking accurate minutes and actions, ensuring papers and presentations are to a high quality and sent ahead of time.

- Excellent report and presentation writing skills, including a high level of spelling and grammar, and the ability to check your work for accuracy.
- Tact and discretion, able to manage sensitive and confidential information in a professional manner
- Ability to work independently, seeking advice where needed to balance competing priorities and meet deadlines.
- Meticulous attention to detail whilst also being able to see the bigger picture
- Calm, confident, positive and assertive disposition
- Able to work outside of normal working hours if required for committee meetings, with prior planning.
- International experience, particularly working across different cultures, languages and time zones.
- Understanding and navigating the sensitivities of working in an impartial governance environment.
- Excellent IT skills, such as Microsoft 365 (inc. Teams), Objective Connect or other electronic meeting or voting platforms.

## Our Interview Process

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!

