Application Pack: Associate Director, Policy

Welcome!

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.

THE INTEGRITY COUNCIL
FOR THE VOLUNTARY CARBON MARKET

Introducing the ICVCM

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 warning 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

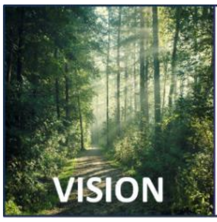
We were founded in 2021, as a result of the Taskforce on Scaling Voluntary Carbon Markets. As an independent body, our role is to establish principles (the Core Carbon Principles - CCPs) and an assessment framework to validate the integrity of carbon crediting methodologies and programs. This means assessing existing programs and methodologies for 'CCP eligibility', ensuring that CCPeligible 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-forpurpose to deliver integrity and transparency across the VCM.

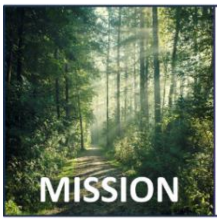
How We Work

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



Build integrity and scale will follow: 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 comembers, we are able to support different time zones. We can discuss this at interview for your specific application.

The Role

This is a unique opportunity to shape the future of international carbon markets by ensuring integrity and credibility are embedded in the rules that govern them. The Associate Director role is a crucial part of the Integrity Council's senior team and the growing Public Affairs team. The Public Affairs team works with governments and market representatives around the world to build alignment in regulatory frameworks and bring consistency and interconnectedness to the market.

This role will lead engagement with sovereign actors, with a particular focus on the Africa region and international government organisations. Africa is a fast-growing and strategically important region for carbon markets and the Integrity Council is scaling up its outreach to support integrity and market development. The role will be central in shaping the Integrity Council's engagement strategy and advice to senior leadership and the Governing Board. They will lead relationship building with policy makers, regulators and international organisations and provide strategic insights. The role will also entail broader international/national government engagement on an ad hoc basis.

ICVCM's vision for government and market engagement
Finance delivered at scale for climate solutions that support people and planet through:

1. **Strong political signals in support of carbon markets:** build confidence in the market, increasing demand as carbon markets are recognised as a high integrity means for the private sector to contribute to climate action and plug the climate ambition gap.
2. **Lower barriers to market actors and corporate participation in the market:** Support the private sector and Indigenous Peoples and local communities (IPLCs) to engage in the market to unlock benefits, delivering end-to-end integrity; tackle barriers through continuous improvement work programs.
3. **Reduced fragmentation and increased interconnectivity in the market:** The ICVCM framework is consistently applied across all jurisdictions, enabling supply and demand markets to interconnect seamlessly

The Associate Director for Policy is an outward-facing position, and the individual is expected to be representing ICVCM at public industry events, working groups and committees the ICVCM is member of, and bilateral meetings with relevant stakeholders. Work across time zones is also necessary, given the global nature of ICVCM.

Key duties

1. **Stakeholder engagement:**

- Lead the planning, development and execution of engagement strategies and policy initiatives within the Public Affairs team.

- Establish and deepen relationships with key national and subnational governments across Africa and other regions as needed, international organizations, policymakers and policy influencers.
- Establish and maintain relationships with industry participants, partnerships, and organisations engaged in in-depth monitoring and flagging of legislation and policy developments.
- Establish and deepen relationships with industry participants, partnerships, external intelligence services and organisations engaged in in-depth monitoring and flagging of legislation and policy developments.
- As required, serve as a senior representative for the ICVCM at meetings of committees, working groups, capacity building and public events.

2. **Research and reporting:**

- Track and analyse national and international policies (including Article 6 of the Paris Agreement and the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)), legal and soft regulatory developments related to the voluntary carbon markets, particularly within Africa and in International Government Organisations.
- Provide high quality insights, analysis and strategic advice to the Communications, Public Affairs and other Executive Secretariat teams to produce and contribute to research, internal and external briefings, and thought leadership pieces.
- Undertake market and other research to support the ICVCM.
- Translate complex technical and policy issues into accessible, compelling messages for diverse audiences.

3. **Executive Secretariat functions:**

- As needed, support bodies under the ICVCM including the Standards Oversight Committee and the Governing Board in relation to public affairs issues.
- Lead the production of policy-related technical analysis and research and presenting that research to relevant committees and working groups.
- 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.
- Demonstrate and follow ICVCM's values in all aspects of your work.
- Other duties commensurate with role as required.

Experience

Experience	Essential	Desirable
Extensive (likely to be 10+ years) international experience in government or corporate affairs.	X	
Exposure to, and knowledge of, carbon markets (voluntary and/or compliance) and international and/or national climate policy.	X	
Experience in partnership development and management.	X	
Proven ability to manage a diverse range of stakeholders.	X	

Experience in strategy and policy development and creating and overseeing major international campaigns.	X	
Leadership and contribution to high-performing teams.	X	
Fluency in written and spoken English, and excellent communication skills (briefs, presentations etc.).	X	
Advisory role in a ministerial, governmental department or regulatory context.		X
International, multi-agency project team experience.		X

Skills, Abilities & Attributes

- Deep understanding of the voluntary carbon market, jurisdictional compliance markets and Article 6 of the Paris Agreement, the International Civil Aviation Organization (ICAO), the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) and the emerging interconnections between different systems.
- Fluency in written and spoken English, and excellent communication skills (briefs, presentations etc).
- Strong diplomacy and stakeholder management skills.
- Exceptional interpersonal skills and relationship management.
- Entrepreneurial mindset.
- Excellent technical understanding of mitigation options in a range of sectors.
- Ability to translate technical information for a non-technical audience.
- Strong independent work ethic - ability to flourish and be highly productive in a dynamic and demanding work environment as a member of a high-performing, globally distributed team.
- Strong coordination and organisational skills.
- Discretion and confidentiality.
- Excellent IT skills, in particular the use of Microsoft Office 365 suite.
- Flexibility, adaptability, resilient to change and comfortable working in a fast-paced environment.
- Positive, can-do attitude with a focus on developing ideas and solutions as part of a team.

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.

Apply
- Apply via our portal, BeApplied. You will answer some screening questions and upload your CV. This allows us to assess all candidates equally, hiding factors which can cause bias.

Screening
- Applications are screened and scored. Unsuccessful candidates will be informed by email, and successful candidates will receive an email containing an invitation to book an interview slot.

1st Interview
- Interviews take place on Teams video calls. For this role, the first interviews are likely to take place in <DATE>. Do get in touch if you need any adaptations to be able to access a Teams interview. Feedback will then be provided by email.

2nd Interview
- Most roles will then have a second interview stage, with more in -depth discussion. You may also need to prepare and deliver a presentation. This will again take place on Teams, with feedback provided to all candidates. The second interviews will take place approximately<add timescale> after the first interviews, and we will let you know if you need to prepare anything when we invite you to the call.

Offer
- If diaries allow, the successful candidate is likely to be invited to an informal call with our CEO before a formal offer is made. A written offer will then be made via email, and our onboarding process will then begin once the role is accepted.

Our Offer

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?

If you have any questions, please submit these through the question function in BeApplied.

We look forward to receiving your application!