

JOB DESCRIPTION – CARBON PROJECT MANAGER

Background	Job Title	Carbon Project Manager (fixed term appointment)
	Job reports to	CEO
	Based at	Head office, Edinburgh (remote working an option)
Nature of Job	Job Purpose	Provide Carbon support and advice relating to trees and timber
	Principal Responsibilities	<ul style="list-style-type: none"> • Establish and operate a Carbon service for Confor and its Members that (for trees and timber) covers: <ul style="list-style-type: none"> ○ Being aware of new policy, regulatory, trading and technical matters in the field of Carbon (from within the UK and, where relevant, from abroad) ○ Providing advice and supporting the development of industry responses to the above ○ Ensuring Confor and Members have access to the best and latest evidence/research on Carbon in trees and timber ○ Reporting on industry performance in Carbon • Facilitate the industry in taking a strategic perspective on Carbon • Monitoring developments on Natural Capital and scope for integrating Carbon
	Duties / tasks	<ul style="list-style-type: none"> • Develop a network of Members and external experts with knowledge and expertise on Carbon as it relates to trees and timber, and develop and maintain links to appropriate officials • Establish and maintain an overview of the policy landscape (across the UK) as it affects trees and timber, and be able to see what's "coming down the road" so that Confor and Members have early awareness of developing policy and initiatives • Prepare sector responses/input to relevant policies and initiatives (trading schemes, tax, etc)

		<ul style="list-style-type: none"> • Collate and provide access to the latest research and evidence on Carbon, including developing and commissioning research and evidence where gaps are identified • Produce an annual report on the sector's Carbon performance • Work with the CEO and Members to identify how the industry can respond strategically to the opportunities and challenges that will arise from growing awareness and government action on Carbon
	Direct staff management	None

A successful candidate will:

Have experience in working collaboratively on Carbon matters, ideally in forestry and/or wood products.

Have proven experience in providing clear advice, both verbally and in writing, on Carbon matters, including analysing and summarising complex documents.

Have experience of preparing clear advice both verbally and in writing.

Be well organised – structured in planning and delivering work, and able to meet deadlines while juggling different tasks.

A strong team player, who can work flexibly with a variety of personalities and be able to build and maintain a network of contacts.

Be academically rigorous and able to work to a brief.