JOB DESCRIPTION

Engagement Associate – Policy & Partnerships
About VCMI

The Voluntary Carbon Markets Integrity Initiative (VCMI) is a global non-profit empowering governments, companies and other non-state actors to make a real impact on climate action. VCMI provides guidance to engage in voluntary carbon markets with confidence. Our mission is to deliver tangible benefits to the atmosphere, protect nature, and expedite the transition to ambitious, economy-wide climate policies and regulation.

What we do

Our Claims Code of Practice enables companies to make ‘Carbon Integrity’ claims, recognizing their commitment to going above and beyond their science-aligned emissions cuts to accelerate global net zero. Our Access Strategies program supports host-country governments to establish policies and processes needed to underpin their country’s participation in high-integrity voluntary carbon markets (VCMs). From how to integrate VCM engagement into country plans to meet Nationally Determined Contribution (NDC) commitments, to the monitoring, reporting and verification systems of project developers, this program enables governments to work closely with VCMI to develop clear strategies for countries to harness the power of VCMs as instruments to deliver ambitious climate and economic goals.
Why join VCMI?

Our People Strategy is very simple.

Hire intelligent, driven, skilled people who share our values and passion. Set them clear and challenging goals. Provide a supportive environment. Give them autonomy. And get out of their way.

We believe passionately in what we’re trying to achieve – our work could have significant implications for the future of the planet.

This is an exciting stage in our development as we enter our second year and plan to expand our core team to build upon our early start-up foundations and increase our impact.

Joining us now means you will still be able to directly influence the way we work beyond your own role, help develop our organisational culture and help shape the future of voluntary carbon markets and broader corporate climate action.

We prize the agility our size affords us and will avoid placing unnecessary obstacles in the way of our people doing their very best work. We treat our people as individuals and respect them for who they are. We believe that teams with diverse skills, backgrounds and ways of thinking create a more stimulating workplace and deliver higher quality results.

To achieve this, we embrace truly flexible global working, recognising that optimal work/non-work balance is unique to you and that your personal wellbeing is the foundation of performing at your best.
The Voluntary Carbon Markets Integrity Initiative (VCMI) is looking for a dynamic and dedicated individual to join as an Engagement Associate within the Policy and Partnerships team. This role will support delivery of VCMI’s go-to-market strategy for driving global adoption of VCMI claims. The role will lead on market intelligence, as well as provide support to crucial stakeholder engagement activities, helping to coordinate outreach, consultation processes as well as delivering high quality account management to corporates making VCMI claims.

**Key responsibilities include:**

- **Market Research:** Lead VCMI’s market research and competitive analysis to inform corporate outreach strategies as well as identify needs and opportunities for product development based on market trends and insights

- **Sales and Marketing:** Develop content and materials to facilitate corporate adoption of VCMI claims (e.g. pitch decks, product sheets, case studies, content for webinars)

- **Account Management:** Provide high quality support to corporates making VCMI claims, and lead on maintenance of data across corporate systems, including: contacts, records and tracking systems; resources and templates; support with process mapping documents

- **Stakeholder Engagement:** Build positive relationships with external stakeholders, leading coordination and logistics for stakeholder engagement

- **Events:** Work with the Comms team to help plan events promoting VCMI’s products and services

The person we are looking for

**You will be able to demonstrate:**

- Proficiency in data analysis, including handling large datasets, to generate actionable market insights

- Proficiency generating professional information materials for use in sales and marketing campaigns

- Experience of organising and/or managing stakeholder groups and external contractors

- A partnership mindset and service mentality; naturally connects and builds strong relationships with diverse internal and external audiences, demonstrating strong emotional intelligence

- Excellent planner and organizer with the ability to deliver complex projects in a fast-paced environment

- Excellent oral and written communication and presentation skills. Spoken and written fluency in English. An ability to synthesize complex and often conflicting ideas and present them clearly in both written and spoken form

- A proven ability to be a team player but also to work independently under your own initiative and meet challenging deadlines.

**In addition, the ideal candidate would also be able to demonstrate:**

- Exposure to and knowledge of corporate climate accountability and/or carbon markets

- Experience working in a corporate environment, with exposure to senior level decision-making

- Experience working across multiple regions and cultures

- Experience serving on the Secretariat of a governance body or international initiative

**Salary:** Circa £50,000 plus benefits

**Location:** Flexible, Global

**Hours:** 37.5 hours per week, flexible pattern
Why we might not be the right choice for you.

We want our people to enjoy their time at VCMI by allowing them to be themselves and placing them in situations where they will thrive. However, that means different things to different people. We may not be a great fit if:

– **You prefer very clear boundaries around your role and responsibilities.**

  We are a small team with a simple structure that relies on flexibility and agility. You’ll sometimes be asked to stretch upwards, responsible for deliverables at the edge of your comfort zone, but you’ll also be expected to “muck in” with a high level of self-sufficiency. Your job description will evolve as the project proceeds.

– **Personal achievements are more important to you than collective efforts.**

  We want everyone to grow and succeed, but the team results always come first. This may mean at times we’ll ask you to prioritise a colleague’s deliverable over your own. Achieving our goals won’t be down to one or two superstars. It will be because we collaborate as a team, support one another, and see the best in each other.

– **You want a clear long-term career path within an organisation.**

  Our size means we cannot promise to promote everyone that joins us, but we do promise to create an environment that helps everyone grow whatever their personal goals. We know and accept that for some of our people the career ladder will lead them to other organisations. We’ll be proud of our contribution to their growth.

– **You would prefer a role with well-established processes and solutions.**

  You are likely to be the first person doing your job at VCMI. There will be an absence of explicit work instructions and process. In fact, we’ll be asking you to create these and determine the best way to deliver on our objectives.

Our Offer

– 28 days annual leave
– Private Medical Insurance
– Contributory Pension scheme
– Personal Wellbeing Allowance
– Personal Development Allowance
– Flexible Working Policy

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Our Cultural Roadmap

Our culture deeply matters to us, but we understand how difficult it can be to assess from the outside, particularly for a young, fast-moving organisation. We want our cultural values to be more than nice words – they describe the attitudes, behaviours, and ways of working that we think will enable us to be successful as a group and develop as individuals.

Capturing the entirety of our culture in a job description is hard to do but we have some core beliefs that we build around.

**Results-Driven, People-Focused:** We’re serious about delivering results, emphasizing outcomes and performance within a supportive and positive culture.

**The Team Comes First:** We succeed as a team. Individual wins are great, but what we achieve together matters more.

**Wellbeing as a Foundation:** Personal well-being is essential for peak performance. Staying healthy and balanced enables us to do our best work.

**Coaching for Growth:** Coaching drives our continuous improvement. We learn, innovate, and take risks together, fostering a supportive environment for growth.

**Quiet Leadership:** Leading here means guiding and inspiring, not commanding. We all have a voice and a chance to steer.

**Guided by Pro-social Behaviours:** We act with kindness, collaboration, and responsibility, prioritizing positive impact on the wider community and each other.

**Diverse Team, Individual Value:** We believe in the power of a global team, enriched by the diversity of its individuals. Encouraging everyone to be their authentic self is at the heart of our culture.

We’ve been hugely inspired by this incredible TED Talk by Margaret Heffernan.

If you feel the same, we’d love to hear from you.

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**How to apply**

To apply, please send a copy of your CV along with a cover letter to recruitment@vcmintegrity.org.

Role posted: 19/02/24
The Voluntary Carbon Markets Integrity Initiative (VCMI) is a multistakeholder platform to drive credible, net zero aligned participation in voluntary carbon markets (VCMs).