



*Partner of the Rainforest Alliance*

## POSITION AVAILABLE

**Title:** Certification Coordinator and Auditor (UK and Ireland), NEPCon UK Ltd.

**Location:** United Kingdom. Position based at home or office of applicant or NEPCon/Rainforest Alliance office in London.

**Details:** 12 months - with a view to becoming permanent. Full time position.

**Start Date:** Immediate

**Nature Ecology, People Consult (NEPCon)** is a partner of the Rainforest Alliance (RA) and responsible for the implementation of the RA's forest product certification services programme in Europe and Russia.

With Headquarters in Denmark, but offices across Europe and Russia, NEPCon is a non-profit organization working to encourage and support sustainable use of natural resources worldwide. Forest management, forest products and trade are our core expertise areas. We believe that certification is an important instrument to secure responsible utilization of the world's forests, for the benefit of local communities, forest workers, wildlife and climate.

### Helping responsible business

By providing services within FSC and PEFC certification, we help enterprises committed to environmental and social improvement to gain the market recognition they deserve. We work mainly with forest operations and all types of wood-based companies: wood industries, the paper and printing sector, and trading companies. Credible and well-considered certification standards are essential for the long-term value of any certification scheme. We take an active approach to certification by providing feedback to the systems and by getting involved in standard-setting processes at global and local levels.

### Fostering Sustainable Development

We also carry out projects and other assignments that support our mission. In collaboration with local communities, we have helped to establish more than 100 protected areas around the world, and we have assisted in the development of around 70 management plans for high conservation value areas. Some of our project activities also include the development of tools that enhance certification systems or processes.

### Facilitating dialogue and capacity building

We recognize that people are the key to positive change. Throughout our activities, stakeholders play an important role, and we are frequently involved as mediators, trainers and workshop organizers. Our projects also typically involve awareness raising, capacity building and stakeholder involvement.

The **Rainforest Alliance (RA)** is an international non-profit organization that works to conserve biodiversity and ensure sustainable livelihoods by transforming land-use practices, business practices and consumer behaviour. It is based in New York City, with offices throughout the United States and worldwide.

RA's mission is to promote the implementation of sustainable forestry worldwide. To accomplish this, RA provides forest management (FM) and chain of custody certification



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services. Chain-of-Custody (CoC) certification verifies the flow of certified forest products through the supply chain, from the forest to the point of sale, assuring consumers and forest product companies that the wood they buy comes from certified forests. Furthermore, RA provides verification of legality for forest products and carbon related certification services.

RA's forest certification program was created in 1989; it is the oldest global forestry certification program and has been accredited by the internationally recognized Forest Stewardship Council (FSC).

**Summary of Position:**

The Certification Coordinator will be responsible for coordinating and managing the execution of Chain-of-Custody (CoC) certification services and will support market development for NEPCon certification services to clients. S/he will primarily be responsible for the day-to-day oversight, coordination and administration of all certification clients in the UK and Ireland. S/he will be directly involved in all technical and administrative aspects of CoC and (to a lesser extent) FM certification evaluations including scheduling, project management, customer service, oversight of contract auditors and quality control. S/he will support the development and execution of sales and business targets for the region.

**Responsibilities and Tasks:**

Primary

- Act as Lead Auditor on selected Chain of Custody evaluations;
- Coordinate the execution of CoC evaluations in the UK and Ireland including budgeting, creating service contracts, logistical planning, supporting consultants, liaising with clients and finalizing and reviewing reports;
- Develop and implement evaluation schedules and ensure timely and efficient completion of these;
- Ensure efficiency, quality control and adherence to NEPCon's technical and administration certification protocols;
- Provide customer service to current and potential clients of NEPCon in the UK and Ireland to include, but not limited to, providing information about certification, technical guidance on interpretation of certification standards and the certification process and trademark use;
- Develop strong technical expertise in Rainforest Alliance, FSC and PEFC policies and protocols;
- Contribute to developing and executing client sales strategies for the UK and Ireland regions.

Secondary

- Conduct presentations; attend meetings and other events as a representative of NEPCon. Assist with the organization and facilitation of training courses to promote Rainforest Alliance, FSC and PEFC certification;
- Provide input for policy development and technical improvements to the certification and internal systems;
- Manage questions and disputes relating to active certification evaluations and clients consistent with NEPCon, FSC and PEFC policies;
- Provide periodic progress reports and;
- Other duties as assigned.

**We are looking for:**

Qualifications & Experience:



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- Bachelor's degree or equivalent in fields related to Forestry, Forest Products, Natural Resources Management, or similar;
- 2 to 3 years professional experience, preferably in forest products industry, forestry, or related field;
- Environmental/quality management system experience a plus;
- Knowledge of FSC/PEFC/ISO certification an advantage;

Skills & Personal Characteristics:

- Excellent customer service skills;
- A professional, diplomatic and tactful approach is essential;
- Strong verbal and written communications skills in English and preferably one other European language (French, Spanish, Italian, Portuguese preferred);
- Strong organizational skills and attention to detail;
- Ability to work independently and as part of a team
- Ability to juggle multiple projects simultaneously;
- Ability to be flexible and take initiative in a changing and fast-growing environment;
- Strong level of computer literacy

Also Essential:

- Willingness to travel approximately 30% of time within UK and Ireland. Some European travel possible.
- Belief in the mission and activities of Rainforest Alliance/NEPCon and forest certification as a means to improve the state of the world's forests essential.

**We offer:**

- Salary commensurate with qualifications and performance.
- Good opportunities for growth and professional development.
- International training in certification services provided by Rainforest Alliance/NEPCon.
- An exciting and challenging position within a dynamic and innovative international organisation working hard to address the issues in relation to the forest products industry and global challenges problems of forest loss and degradation. The position is linked inextricably to the mission and activities of NEPCon and the belief that forest certification and verification systems offer an important means to improve the situation of the world's forest resource.

**To apply/additional information:**

**Email your covering letter with expectations and CV, no later than 15<sup>th</sup> April 2010 to:**

**To:** David Hadley [dhg@nepcon.net](mailto:dhg@nepcon.net)  
**Cc:** Maria Rodriguez [mrq@nepcon.net](mailto:mrq@nepcon.net)  
[www.nepcon.net](http://www.nepcon.net)

