



Executive Director and National Secretary – PEFC UK

Sheffield (inc. flexible remote working)

ABOUT US

PEFC is an independent, non-profit, non-governmental organisation, which promotes the sustainable management of the world's forests through independent, third-party certification. Established in 1999, we are now the world's leading global forest certification system ensuring availability of certified raw material and controlled flow through our international chain of custody standard. For more information, please refer to our website www.pefc.org

Due to the planned retirement of our long-standing Executive Director, we are seeking a dynamic and experienced Executive Director and National Secretary to drive our vision and passion for sustainable forest management and chain of custody certification.

THE ROLE

Reporting to the UK Board of Directors, you will be responsible for the operational and strategic, day to day running of the PEFC scheme throughout the UK and will work closely with our international staff based in Geneva, to deliver our strategy further afield. Key accountabilities include:

- Responsibility for the **chain of custody** and **forest management** certification schemes including the handling of enquiries, maintenance of records and reporting of all entries to PEFC International along with support development to ensure standards are maintained
- Monitoring and ensuring compliant use of PEFC trademarks in accordance with the **Trademark Standard**
- Controlling notification procedures and **maintaining surveillance with certification bodies** to ensure compliance
- **Acting as Secretary to the Board of Directors**, to ensure that robust governance is in place
- **Overseeing financial management**, liaising with accountants to ensure company accounts are prepared and filed accordingly
- **Implementing PEFC International requirements** at national level and representing PEFC UK, both internally and externally, at home and abroad and liaising with all stakeholders
- **General management** of our national office, in conjunction with our Operations Manager, to ensure efficient and effective organisational performance and growing the business to ensure that it remains on a sustainable footing

THE CANDIDATE

We are particularly keen to speak to individuals with the following experience, skills and attributes:

- Educated to degree level, in a relevant discipline
- Extensive knowledge of chain of custody / ISO/Forest Management certification
- Previous experience of working independently and in a role that involves travel
- Previous experience in financial management, governance and reporting to a Board of Directors
- Excellent verbal and written communication skills
- Ability to influence both corporate and political stakeholders

Salary: negotiable

To apply: send a CV and a covering letter stating how your skills and experience are relevant to the job to: Alun Watkins awatkins@pefc.co.uk

Closing Date: 24th February 2023

Membership of the Institute of Chartered Foresters or another relevant professional body is desirable.



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