

Background

The Australian Carbon Industry Code of Conduct (the Code) aims to promote best practice within Australia's carbon reduction and sequestration industry. The Code provides guidance for carbon service providers undertaking carbon projects including under the Emissions Reduction Fund and other Voluntary Offset Schemes. It is a voluntary Code that aims to promote market integrity, consumer protection and appropriate interaction with project stakeholders, including Native Title Holders, representative bodies, land managers and project owners.

Signatories to the Code agree to meet the minimum requirements for operating in the carbon industry, as set out in the Code. This includes requirements to provide transparent and accurate advice to their clients, to enable them to make an informed decision about how to engage in carbon market activity. Administered by the Carbon Market Institute (CMI), the Code aims to address issues that impact the market integrity and reputation of the carbon industry and promote international leadership on carbon project development.

The Code Administrator is expanding and now seeks a Stakeholder Engagement Manager to join a small but passionate and dedicated team. The successful candidate will be proactive and engaged, have three to five years' experience. They will also preferably have a stakeholder engagement background, coupled with some knowledge or familiarity with legal or compliance frameworks in the context of carbon markets and project development. This is a full-time position based in Melbourne, but candidates based elsewhere will be considered.

Key Responsibilities	<ol style="list-style-type: none"> 1. Lead the Administrator's stakeholder engagement program, including: <ul style="list-style-type: none"> o Application, and renewals of Code Signatories and financial supporters. o Engaging with consumers and clients of Signatories on market integrity, education, and advocacy (including landholders, farmers, Indigenous and other community stakeholders); o Building and maintaining relationships with other key stakeholders. 2. Work with the Compliance Manager to develop and deploy Code education and training resources and workshops, including to Code Signatories, consumers and stakeholders. 3. Work with key team members to implement the Administrator's communications, media and event operations, including across digital and social media platforms. 4. Support the Compliance Manager with annual reporting and complaints handling (as required). 5. Support the Director with general operational duties, including management of the Code Review Panel, internal systems and processes. 6. Contribute to the strategic direction of the Code of Conduct. 7. Participate in and promote a learning, team-based culture. 8. Other duties as required.
Skills & Experience	<ul style="list-style-type: none"> • Minimum 3-5 years of stakeholder engagement and/or communications experience in legal, compliance, consumer protection, or sustainability. • Tertiary-level relevant qualification in law, communications, sustainability or any climate change and carbon-related field. • Demonstrable experience with stakeholder engagement, consumer protection, communications and/or regulatory frameworks. • Knowledge of Australia's carbon farming schemes and carbon markets. • Experience in managing data (data collection, consolidation and reporting), experience using CRM software (e.g. Salesforce) is favourable. • Excellent communication (verbal and written) and interpersonal skills. • Self-motivated, able to work well remotely and with competing tasks. • Results driven with demonstrated ability to meet and/or exceed set targets/KPIs • Exceptional teamwork and collaboration.

TO APPLY

Please send your application (CV) and a cover letter addressing the skills/experience to:
brad.kerin@carbonmarketinstitute.org by COB, Friday 6th May, 2022.

