# Role Profile

**Job title**  
Certification Manager Forestry

**Reports to**  
Senior Certification Manager

**Location**  
Bristol, with significant travel both in the UK and overseas

**Department**  
Forestry

**Purpose of the role**
- Perform a range of functions necessary to deliver the Soil Association Forestry certification programme.
- Help fulfil the Soil Association obligations to certification scheme owners and accreditation organisations regarding the delivery and promotion of relevant certification schemes.
- Manage certification clients, auditors and associates within defined international regions.
- Develop new business and projects within defined international regions.
- Build positive working relationships, networks, and partnerships with key organisations.
- Help fulfil obligations to the Soil Association, for the delivery and promotion of forest and chain of custody certification.
- Implement other environmental and social certification schemes and contribute to the development and implementation of other projects.

**Key responsibilities**
- Implement, adapt, maintain, and develop procedures and systems for the efficient implementation of the Forestry certification programme.
- Ensure that Forestry operates in accordance with the requirements of the Forest Stewardship Council (FSC) and the Programme for the Endorsement of Forest Certification (PEFC) and successfully remains accredited to the FSC, PEFC and any other bodies to which Forestry becomes accredited.
- Network with existing organisations in defined regions to develop positive working relationships and promote uptake of certification implemented by Soil Association Forestry.
- Guide prospective and active clients through the certification process, providing advice, support and information as necessary.
- Make arrangements for and/or carry out FSC and PEFC certification pre-assessments and assessments, lead and organise assessment teams, and evaluate reports as necessary.
- After appropriate training make certification recommendations on forest and chain of custody reports submitted by other Forestry assessors.
- Promote Forestry to potential clients and develop further business in the area of forest certification and related projects. Including writing proposals, estimates and bids for certification projects.
- Represent Forestry at external events; assisting with organisation and publicity and writing promotional material.
- Develop and contribute to the implementation of training and other developmental projects in forestry and natural resource management.
- After sufficient training, evaluate lead auditors as part of regular witness auditing programme.
- Manage budgets for certification clients, projects and associates within defined regions.

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Educated to degree level or equivalent ideally in Forestry, Wood Science, Ecology, Environment or related discipline</th>
</tr>
</thead>
</table>
| Knowledge & experience | **Essential** Extensive experience of forest management, environmental management, wood industry or related discipline  
**Desirable** Knowledge of the FSC and PEFC standards and certification  
Foreign language |
| Personal qualities and Skills | **Personal qualities** Flexible and adaptable  
Able to prioritise  
Able to work well on own initiative and as part of a team  
Able to work well under pressure  
An eye for detail  
Able to think laterally and develop innovative ideas  
Ability to work in a wide range of different environments  
Empathy with the aims and objectives of the Soil Association  
**Skills** Excellent interpersonal skills; ability to make presentations and communicate with clients, subcontractors and partners in different cultural settings  
Excellent organisational skills; ability to manage, guide and support clients, subcontractors and associate organisations  
Good decision making skills; ability to make operational decisions and contribute to strategic development  
Good numeracy skills; ability to develop and manage a budget and analyse figures accurately and rapidly during an audit  
Good listening skills  
Computer literate; familiar with a range of computer software applications |
| Document Control | JDSACERT0107 |
| Date | Feb 2020 |