

Job Title: Carbon Projects Officer

Job Reference: CPO_1

Reports to: Programme Manager

Job Location: Taunton, England – with overseas travel

Salary: TBC

Job Brief:

We are looking for a Carbon Projects Officer to assist our Projects Team research, develop, coordinate and implement community based Gold Standard, VCS and CDM projects in Sub Saharan Africa. The ideal candidate will have a background in the Environmental or Development sector and will have excellent communication skills, a good attention to detail and a strong business mindset.

In return, we offer you internal support, international travel and the opportunity to work as part of a team in a successful, growing environmental company.

Responsibilities:

- Assist in the coordination and implementation of carbon offset projects in accordance with greenhouse gas accounting methodologies
- Assist in the development of project documentation including report writing and emission reduction calculations
- Analyse and interpret quantitative and qualitative data from project monitoring studies
- Research and conduct feasibility studies for new project activities.
- Assist in undertaking Greenhouse Gas Audits and other Consultancy tasks as appropriate
- Keep up to date with developments in the Carbon Management sector

Requirements:

Essential

- Educated to degree level or above
- IT Literate and a Proficient user of Microsoft Office
- Numerate with excellent research skills
- Fluent written and oral communication skills in English
- Excellent organisational and time management skills.
- Good commercial acumen
- Ability to work as a team player, but also to work alone and manage own work load as required.

Desirable

- Post Graduate qualification in Environmental Management, Sustainable Development or similar

- Experience working in Consultancy or the Environmental Sector
- Experience of work or travel in Developing Countries
- Experience developing carbon offset projects under the Gold Standard and CDM
- Experience or Qualifications in Greenhouse Gas Accounting or Energy Management

To apply for this position please email a CV and Covering Letter detailing why you are suitable for the role, quoting reference **CPO _01** in the subject line, to careers@co2balance.com

Alternatively, please send applications by post to:

Human Resources, co2balance UK Ltd, 1 Discovery House, Cook Way, Taunton, Somerset, TA2 6BJ

If you have any queries about your application, please contact us on 01823 332233.

The deadline for applications is **Friday 15th July 2016, 5:00pm GMT**