



Job Description and Person Specification

Training & Outreach Officer

Title:	Training & Outreach Officer
Reports to:	Communications Manager
Contract type:	Full-time; Permanent, (subject to successful completion of a probationary period). PLEASE NOTE: Part-time hours may be considered.
Salary:	From £32,000 per annum pro rata
Location:	Home-based, with occasional travel within the UK and beyond. Desk-space can be made available in FSC UK's Llanidloes Offices if this is preferred and there will be times when attendance at the Llanidloes office is required for meetings.
Hours:	35 hours per week (PLEASE NOTE: Part-time hours may be considered)
Working Days:	Monday to Friday
Holidays:	26 days annual leave (increasing to 28 days after 2 years) plus 8 Bank Holidays (pro rata). The FSC UK office closes between Christmas and New Year and staff are required to use annual leave over this period.
Pension:	The organisation uses the Government "Nest" pension scheme with employees contributing a minimum of 5% and FSC UK contributing 6%.

Application Process

Please upload your CV and a covering letter, outlining how you meet the criteria stated in the Person Specification and responsibilities of the role [here](#).

The deadline for applications for this post is 11:59pm on 30th January 2025

Interviews for this post will be held online on 19th/20th February 2025

We expect your CV to be honest and accurate. Before offering this post, we will check material facts recorded on your CV and covering letter and take up references.



Introduction to the role:

Do you have a thirst for knowledge and an aptitude for recalling and sharing your knowledge with a variety of audiences? Would you like to work with a small team of passionate individuals, committed to helping the world's forests to thrive? If you answered yes to both these questions, the new role of Training and Outreach Office at FSC UK could be the position you've been looking for.

The Forest Stewardship Council (FSC®) is an international organisation dedicated to ensuring that forests are managed in a responsible manner across the globe. FSC UK is a registered charity responsible for promoting the FSC's aims and objectives throughout the United Kingdom.

A key aspect of this work is to support our certificate holders by providing advice and training on FSC standards and tools. There is also increasing demand from organisations seeking to use FSC solutions to help them meet new regulations, such as EUDR and Green Claims legislation. Training will be delivered both online and in-person.

We are seeking a new member of our team, to help us to engage and support existing Forest Management and Chain of Custody Certificate Holders, and to promote FSC more widely.

The Training & Outreach Officer will be primarily outward-facing, promoting FSC's values and the benefits of FSC certification and tools to a wide range of stakeholders. They will also support the wider FSC UK team, particularly in terms of relevant regulations and associated FSC tools, procedures and standards.

Main purpose and responsibilities of the role:

- Develop and deliver online and in-person training and resources to existing FSC Certificate & Licence Holders and to entities interested in applying for certification;
- Lead on the promotion and roll-out in the UK of FSC tools, particularly in the context of the European Deforestation-free Products Regulation (EUDR), the UK Timber Regulation (UKTR) and Green Claims regulations. This will include conducting research, monitoring developments, delivering webinars, providing trainings to UK stakeholders and FSC UK staff, and responding to enquiries as appropriate;
- Provide technical expertise on the relevant FSC normative framework related to supply chains (in particular, the FSC Chain of Custody Standard FSC-STD-40-004 and the Regulatory Module) and support with associated tools (e.g. FSC Trace, Risk Assessments);
- Deliver online and in-person presentations on FSC to relevant audiences;
- Represent FSC UK at relevant conferences, meetings and other events, as required;



- Engage with relevant stakeholders such as Certificate Holders, Certification Bodies, industry associations, and relevant government bodies, to the improve the implementation of relevant FSC standards and tools;
- Support the promotion of FSC Project Certification and FSC procurement policies;
- Support the delivery of FSC UK’s Strategic Priorities, with particular emphasis on licence holder support, promoting the FSC system and stakeholder engagement;
- Work with FSC UK and FSC International colleagues to help develop and improve FSC policies, procedures, standards and supporting tools.

Person Specification:

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> ▪ A basic understanding of European and UK timber legality regulations ▪ Established track record of relevant experience ▪ Relevant degree or equivalent ▪ Good understanding of Microsoft Office 	<ul style="list-style-type: none"> ▪ An existing understanding of FSC/certification ▪ An excellent understanding of European and UK timber regulations ▪ An existing understanding of green claims/anti-greenwash legislation and best practice ▪ Experience of creating and delivering online and in-person presentations ▪ Experience creating and delivering training resources ▪ To have worked in a training and/or technical support post. ▪ Experience of the forestry and/or timber sectors
Skills and Abilities	<ul style="list-style-type: none"> ▪ Experience of communicating effectively and accurately both in spoken and written form ▪ Enjoys learning, taking on and communicating new information ▪ Excellent interpersonal skills to maintain good working relationships 	



	<ul style="list-style-type: none">▪ Ability to work on own initiative but happy to follow instruction and accept guidance▪ Effective time management and organisational skills with the ability to prioritise workload▪ Clean UK driving licence	
Personal attributes	<ul style="list-style-type: none">▪ Able to work as part of a small and dynamic team▪ Friendly and professional manner▪ A positive, enthusiastic attitude with an ability to enthuse others▪ Comfortable dealing with queries and questions Able to relate to the mission and values of FSC UK and work towards its strategic objectives	<ul style="list-style-type: none">▪ A good sense of humour