



## JOB DESCRIPTION

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| <b>Job ID:</b>                | 100006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Job Title:</b>             | Global Carbon Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Company:</b>               | Self Help Africa                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Department:</b>            | Business Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Location:</b>              | Remote based in Ireland, UK or any SHA Country Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Contract type:</b>         | 2year Fixed Term                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Reports to:</b>            | Chief Operating Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Organisation overview:</b> | <p><b>About Self Help Africa</b></p> <p>Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.</p> <p>Our current five-year organisation strategy defines our mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources.</p> <p>Our three core values are:</p> <ul style="list-style-type: none"> <li>▪ <b>Impact:</b> We are accountable, ambitious and committed to systemic change.</li> <li>▪ <b>Innovation:</b> We are agile, creative and enterprising in an ever-changing World.</li> <li>▪ <b>Community:</b> We are inclusive, honest and have integrity in our relationships.</li> </ul>                                            |
| <b>Job Purpose:</b>           | <p>From tree planting to cook stoves to the provision of clean water through wells and boreholes, carbon sequestration and reduction of greenhouse gas emissions are key benefits of our work. The role of Carbon Coordinator is key to ensuring we are maximising opportunities for generating carbon credits from, and availing of climate finance towards, our development projects.</p> <p>This role is central to the achievement of SHA's goal of attracting climate finance and is part of the Business Development team, working closely with the Programmes Department. The job holder will lead the global carbon co-ordination working group bringing together the Technical Advisors across our specialist team who are responsible for climate smart agriculture, energy and WASH. The jobholder will be responsible for maintaining an overview of carbon credit supply and offset sales progress and develop the capacities needed to sustain and scale carbon credit generation.</p> <p>The Carbon Coordinator works closely with multiple departments and functions across Self Help Africa, including with the COO, the Global Team of Advisors particularly with those covering Agriculture, Enterprise, WASH, the Country</p> |

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|                              | Directors overseeing the program delivery of carbon projects and with the Programmes Team in the design and delivery projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Key Responsibilities:</b> | <p>In particular, in this role you will drive the delivery of carbon &amp; climate finance activities across SHA to maximise options for monetising emissions reductions. This will include leading the planning, development and reporting of a business case that ensures maximum benefits accrue to communities and national governments while generating a sustainable financial contribution to the organisation.</p> <p>You will work to grow Self Help Africa's organisational understanding of the requirements of, and potential for, certified carbon credit generation from our international development work.</p> <p>You will support and collaborate with the Technical Advisors, to advise the country teams on the requirements of certified carbon crediting and support the strengthening of internal capacity to deliver the steps required to ensure compliance with the requirements of carbon partners and the accrediting bodies.</p> <p>You will:</p> <ul style="list-style-type: none"> <li>• Manage SHA/UP's carbon portfolio in terms of countries, partners, funding &amp; investment, carbon sources and certification standards.</li> <li>• Maximise opportunities to generate carbon credits from, and avail of climate finance towards for our development projects with Country Programmes and thematic advisors.</li> <li>• Develop financial projections and evaluate the viability of different initiatives from a donor funded and private pre-funding/sales of credits, working closely with Finance</li> <li>• Keep a global watch on carbon market dynamics, prices, upcoming trends, risks and opportunities</li> <li>• Advise on commercial aspects of partnerships and contracts with carbon partners (and supporting the scoping of potential additional partners), and research and secure sales opportunities.</li> <li>• Manage existing carbon financing contracts</li> <li>• Support the country teams and Technical Advisors on understanding national policies that will influence or impact on our ability to sell carbon credits on behalf of communities.</li> <li>• Finalise and roll out the carbon benefit sharing policy.</li> <li>• Provide support to country teams in understanding wider compliance measures and standards (e.g. climate finance / carbon project expectations of governments)</li> <li>• Develop appropriate marketing strategies for carbon credits and securing investment in new projects.</li> <li>• Act as the focal point for organisational knowledge management around carbon &amp; climate finance.</li> <li>• Consolidate technical resources and information on carbon across SHA/UP</li> </ul> |

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|                                                     | <ul style="list-style-type: none"> <li>• Manage the database of all carbon credits (covering the supply-side forecasting as well as sales) and other payments for ecosystem services generated by the organisation for easy marketing and trade.</li> <li>• Support the design and development of new carbon projects, working closely with relevant country and global teams.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Key Relationships:</b>                           | <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Country Directors and their teams (e.g. relevant Programme and Project Managers)</li> <li>• Technical Advisers</li> <li>• Global Programmes and Business Development teams</li> <li>• Group CEO</li> <li>• Finance team</li> </ul> <p><b>External</b></p> <p>External specialist partners, including technical carbon project developers, offset retailers, donors, direct credit offtake clients, carbon certifiers and registries, and impact investors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Knowledge, Experience and Other Requirements</b> | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proven expertise of carbon projects, finance and markets.</li> <li>• Deep knowledge of climate change legislation and environmental policy.</li> <li>• Demonstrable interest in sustainability, net zero carbon and climate change.</li> <li>• A commercial outlook / mindset – ideally private sector experience</li> <li>• Strong research, evaluation and analytical skills.</li> <li>• Excellent skills in report writing and proposal development</li> <li>• Flexibility and the ability to work in a multi-cultural team</li> <li>• Self-motivated with good organisation, planning and management skills and a track record in working remotely</li> <li>• Excellent interpersonal and communication skills and experience in providing remote support.</li> <li>• Excellent written English.</li> <li>• Commitment to the vision, mission and values of Self Help Africa.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Knowledge of / interest in SHA/UP's relevant programming sectors (in particular, climate-smart agriculture, sustainable landscapes, green energy, water and waste management)</li> <li>• International Experience in Africa and Asia.</li> </ul> |

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

*Self Help Africa is an international development charity and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating*



*to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the [Code](#) of Conduct and Child and Adult Safeguarding [Policy](#). We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa will include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms her/his understanding of these recruitment procedures. Subsequently, working or volunteering with Self Help Africa is subject to a range of vetting checks, including **criminal** background checking.*

*Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you're excited about this role but your experience doesn't align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!*

***Self Help Africa is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.***