



The  
**Wildlife**  
Trusts



# Peatland Code Officer

## RECRUITMENT PACK

**Salary: up to £31,000 per annum**

**Location: Home working (UK), with some travel required**

**Full time (35 hours per week)**

**Occasional out of normal hours working may be required**

**Fixed Term contract (to 31 March 2026) with possibility to extend**



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LITTLE EGRET © TERRY WHITTAKER/2020VISION

## About Us

The successful candidate will be employed by the IUCN UK Peatland Programme's host organisation, The Royal Society of Wildlife Trusts. The new team member will be pivotal in the delivery of the Peatland Programme's objectives to champion peatland values. They will have the level of knowledge and experience to drive forward and promote peatland restoration in the UK and be able to advocate the multiple benefits of peatlands through partnerships, strong science, sound policy and effective practice, and communication.

Our host organisation, The Wildlife Trusts are a federated movement of 46 charities, supported by a central charity, the Royal Society of Wildlife Trusts. Together we have 870,000 members, 38,000 volunteers and 3,400 staff across the UK. We are at an exciting moment in our 110-year history, with the development of an ambitious new strategy, setting out a vision of nature in recovery, with abundant, diverse wildlife and natural processes creating wilder landscapes where people and nature thrive.

## About You

We're looking for a motivated, highly organised and professional individual with a passion for the environment. Are you the right person to support the operation of the Peatland Code and deliver tangible benefits for UK peatland conservation? The Peatland Code currently has in excess of 370 projects and we are looking for an organised and motivated individual to help bring even more peatland restoration under this growing standard.

This is a unique opportunity to join the [IUCN UK Peatland Programme team](#), supporting the [Peatland Code](#): the quality assurance standard for peatland restoration projects in the UK, which generates independently verified carbon units. The Peatland Code offers the UK's only government backed standard to support peatland restoration under the voluntary carbon market, operating under the UK Government's Environmental Reporting Guidelines. 2025 is an exciting time to join the Peatland Code team as we are about to add biodiversity crediting alongside our existing carbon quantification.



## About You

You need to be diligent, an excellent project manager, able to juggle multiple priorities and projects, strive for improvement in processes and be able to use your initiative. You will work in the rapid developing arena of voluntary nature markets and will work with partner organisations and a variety of stakeholders to manage the Peatland Code process of all projects efficiently.

You will be responsible for the administration of all Peatland Code projects as they move through the project pipeline. This includes managing initial enquiries, checking all project registrations on the UK Land Carbon Registry as well as oversight of the validation and verification process. To achieve this, you will need to be an exceptional project manager and develop good, trusted working relationships with a variety of stakeholders. In addition, you will support the wider team in delivering training on the mechanics of the Peatland Code and supporting in the future development needs of the standard. Excellent organisational and communication skills are critical and the ability to digest technical information and communicate it in an accessible way is key.

**The Royal Society of Wildlife Trusts takes our safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. RSWT is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.**

**As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.**

**RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and will put any ethnic minority applicants that meet all the essential criteria for the post through to the next stage of recruitment.**

**Please do not use artificial intelligence tools to assist you to complete the application form. We may not accept applications that have been completed utilising AI tools. If you would usually use tools such as these to assist you in filling in a form, please contact [tash.stewart@iris.co.uk](mailto:tash.stewart@iris.co.uk) to discuss this further and understand other options.**



## Job Description – Overall Purpose

The successful candidate will be a first point of call for Peatland Code enquiries and you will be the key part of a project's journey with the Peatland Code: from supporting registrations on the UK Land Carbon Registry, to ensuring information is presented to the required standard to support efficient validation and verification. You will work with a wide range of partners and industry professionals in the voluntary markets including the Woodland Carbon Code team, validation and verification bodies, brokers and project developers, statutory bodies and government agencies as well as landowners and land managers. Although UK based, a key part of this role is to support integration between the NatureScot Peatland ACTION public funding programme and the Peatland Code.

You will be the main point of contact for project developers and will manage the 'market forum'- a place where project developers can feed back on their user experience of the Peatland Code. You will also support the Peatland Code team in development of the standard, guidance and tools, as well as delivering training to enable others to use the Peatland Code. As part of the wider IUCN UK PP team, you will also have the opportunity to support our wider advocacy work e.g. delivery of our annual conference and other Programme outputs such as briefings and publications.

## Job Description – Main Responsibilities

- 1. Administration of all Peatland Code projects, which includes checking all project registrations on the UK Land Carbon Registry and oversight of the validation and verification bodies workflow as projects move through the process.
- 2. Respond to general enquiries regarding the Peatland Code including those from partners, landowners, businesses and peatland practitioners.
- 3. Support the promotion of the Peatland Code through engaging with project developers, including public and private landowners and preparing and giving presentations to showcase the Peatland Code.
- 4. Provide support to the team in relation to the Peatland Code as a standard and its operation, inclusive of the appropriate inclusion of NatureScot Peatland ACTION applications for funding for capital works for individual projects.
- 5. Support the provision of external briefings on the Peatland Code for potential investors, stakeholders and restoration projects including Peatland ACTION Officers.

## Job Description – Main Responsibilities

6. Provide training and guidance on the operation and rules of the Peatland Code for project developers and investors and support new peatland projects in drawing up proposals.
7. Support the Peatland Code Manager and Development Lead in maintaining an overview of carbon and other ecosystem service markets and supporting policy framework in the UK and internationally to get an understanding of new developments and ensure the Peatland Code is well aligned to future market mechanisms.
8. Support the wider work of the IUCN UK Peatland Programme in advocacy and briefing particularly relating to natural capital investment, climate change policy and the economic case for peatland restoration.

In order for the Peatland Programme to work effectively, you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post and any other reasonable duties required. Some out of normal hours working and travel across the UK will be required.

All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the RSWT staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.



## Person Specification

### Essential

- Personal Qualities:
  - Ability to form and develop good working relationships with colleagues
  - Highly organised with excellent attention to detail
  - High degree of personal motivation, including the ability to work independently and collaboratively
  - Working to tight deadlines in a, sometimes, pressured environment
  - Enthusiasm, self-motivation and initiative
- Key Competencies:
  - Professional and highly efficient approach to work, especially when under pressure
  - Managing projects, and able to manage multiple priorities at once
- Experience:
  - Proven experience of working well with wide range of stakeholders such as public bodies, environmental NGOs and land managing bodies.
- Knowledge and skills:
  - Excellent written and verbal communication
  - Ability to digest information into clear and concise briefings
  - Able to manage databases and spreadsheets with good working experience of Microsoft Office and, in particular, Excel.





## Person Specification

### Desirable

- Personal Qualities:
  - Excellent interpersonal skills - tact, diplomacy and ability to influence a wide range of people
- Key Competencies:
  - Ability to digest scientific evidence and make recommendations based on analysis
- Experience:
  - Previous experience in carbon markets
  - Experience of economic assessments of natural capital
  - Experience of working with environmental standards or specifically with validation/verification or accreditation bodies.
- Knowledge and skills:
  - Knowledge of peatland ecosystems and their values to society
  - Knowledge of natural capital, nature-based solutions, ecosystem markets, carbon standards and validation/verification systems
  - Knowledge of terrestrial carbon cycling and greenhouse gases



## Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme

**Closing date for applications: 14 February 2025**

**First interview: 26 February 2025**

**Second interview: 3 March 2025**

