

**Chief Operating Officer (COO)**  
International Emissions Trading Association (IETA)  
Europe: London or Geneva, remote

The International Emissions Trading Association (IETA) is a non-profit business organisation dedicated to establishing a functional international framework for trading in greenhouse gas emission reductions to achieve the goals of the Paris Climate Agreement.

An admired leader in our field, a reputation built over 20 years, we have recently seen our membership grow from 130 to nearly 300 and our team from 10 to over 30. We are seeking an exceptional person to help us navigate this growth and continue to deliver on our mission to be the trusted business voice on market-based climate solutions.

In this newly created role, the COO will ensure the highest levels of operational effectiveness within our organisation globally and represent IETA with stakeholders and members in Europe.

The successful candidate will be principles-led and care deeply about the sustainability agenda, with direct experience in the GHG trading field preferred. A demonstrative record of leading successful change with organisations of similar scale, growth and global reach and of working successfully with similarly highly respected staff populations is important. Candidates will be experienced at owning and developing operational excellence and at delivering the associated change needed. They will do this with an empathetic approach, leading through empowerment; comfortably enabling others to deliver effectively.

Reporting to the CEO, the COO will be responsible for the core Operational functions which support IETA globally (Membership, People, Finance and IT) and specific project management where required. They will be the face of IETA in Europe, deputising for the CEO at meetings and events.

The direct line reports will be the Head of Membership plus Finance, People and IT support as structured by you.

## Roles and Responsibilities

Specific responsibilities will include:

- Upgrade then run all core Operational functions to ensure that policies, processes, systems and ways of working enable effective delivery of the strategy:
  - Establish a People function that supports the team with policies and delivery across capacity planning, recruitment, onboarding, team management, career development, salary benchmarking, training and people admin
  - Take on budget management and financial reporting whilst structuring a finance function that makes best use of in-house / external resource across our various local set-ups. Own financial reporting and scrutiny of operational spending and expenses, supported by clear policies.

- Oversee a review of our system and IT requirements then delivery of the training and implementation support required to effectively embed existing and new systems
- This will be the core focus of the first 3 - 6 months of the role
  
- Support the CEO in management of the day to day work of IETA:
  - Lead the Membership team, reviewing the Membership approval, onboarding and engagement approach and ensuring our members are engaged to maximum positive effect
  - Advise the Head of Events in design and delivery of the Events strategy to optimise the balance of external impact with internal effort
  - Lead the processes for planning, implementation and delivery of the organisation's overall strategy with the design and delivery of a flexible planning process that clarifies objectives and retains our agile response to external events
  - Be a thought partner for the leaders of ICROA and other special initiatives in how those organisations best operate within IETA
- Represent IETA at European events and meetings where senior expertise is required and global resource is not available

## Desired Competencies and Skills

The successful candidate should have:

- Considerable experience of owning and developing operational excellence and delivering the associated change needed
- A demonstrative record of leading successful change with organisations of similar scale, growth and global reach
- Experience of working successfully with similarly highly respected staff populations
- Strong understanding of international carbon markets
- Enthusiasm for operating at both strategic and tactical level - working on the vision and implementing and running key operational projects
- Demonstrated ability to credibly engage with senior external stakeholders and manage multi-party dialogue
- Track record of teamwork and ability to produce high-quality results and outputs with limited supervision
- Excellent communication and networking skills
- Entrepreneurial approach, resilience, flexibility and ability to adapt to significant workloads, prioritising accordingly
- Enthusiasm and a willingness to learn, collaborate and grow your professional skills
- Fluent in written and spoken English, with preference for an additional language (ideally French or Spanish)
- Ready to work in a small yet international organisation, to show initiative and to gradually take over further responsibilities
- Available for frequent travel

## Location

Europe - London or Geneva, remote.



### Salary

In line with experience

### Reporting Lines

This role will report directly to the IETA President and CEO

### How to Apply

If you are interested in this role, please send your CV and Cover Letter to [winch@ieta.org](mailto:winch@ieta.org) with the Subject Line "IETA COO" by **17 February 2023**.