

Soil Association Certification



Job title	Certification Manager Forestry
Reports to	Senior Certification Manager
Location	Bristol, with significant travel both in UK and overseas.
Department	SA Certification – Forestry UKADIA
Key relationships	SA Forestry Portfolio Certification Team, Technical Team and Administration Team. Regional representatives/ Associates/ Business partners. FSC International and / or other scheme owners. International/ Regional stakeholders (e.g. Trade Associations, WWF, Greenpeace, FSC & PEFC National Offices). High profile and/ or large clients. Subcontracted auditors.
Job Purpose	• Perform a range of functions necessary to deliver the Soil Association Forestry certification programme. • Help fulfil the Soil Association obligations to certification scheme owners and accreditation organisations regarding the delivery and promotion of relevant certification schemes. • Manage certification clients, auditors and associates within defined international regions. • Develop new business and projects within defined international regions. • Build positive working relationships, networks, and partnerships with key organisations. • Help fulfil obligations to the Soil Association, for the delivery and promotion of forest and chain of custody certification. • Implement other environmental and social certification schemes and contribute to the development and implementation of other projects.
Key responsibilities	• Implement, adapt, maintain, and develop procedures and systems for the efficient implementation of the Forestry certification programme.

- Ensure that Forestry operates in accordance with the requirements of the Forest Stewardship Council (FSC) and the Programme for the Endorsement of Forest Certification (PEFC) and successfully remains accredited to the FSC, PEFC and any other bodies to which Forestry becomes accredited.
- Network with existing organisations in defined regions to develop positive working relationships and promote uptake of certification implemented by Soil Association Forestry.
- Guide prospective and active clients through the certification process, providing advice, support and information as necessary.
- Make arrangements for and/or carry out FSC and PEFC certification pre-assessments and assessments, lead and organise assessment teams, and evaluate reports as necessary.
- After appropriate training make certification recommendations on forest and chain of custody reports submitted by other Forestry assessors.
- Promote Forestry to potential clients and develop further business in the area of forest certification and related projects. Including writing proposals, estimates and bids for certification projects.
- Represent Forestry at external events; assisting with organisation and publicity and writing promotional material.
- Develop and contribute to the implementation of training and other developmental projects in forestry and natural resource management.
- After sufficient training, evaluate lead auditors as part of regular witness auditing programme.
- Manage budgets for certification clients, projects and associates within defined regions.

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Qualifications	Qualified FSC / PEFC COC or FM auditor with ISO 19011 Educated to degree level or equivalent ideally in Forestry, Wood Science, Ecology, Environmental or related discipline. Qualifications in other disciplines considered when accompanied by relevant experience.
Knowledge and experience	• Extensive experience in forest management, environmental management, wood industry or related discipline. • Substantial knowledge and understanding of forestry and/or forest products Certification • Substantial experience in certification procedures, preferably in an accredited commercial, customer-focused environment. • Significant administrative and customer care experience. • Significant experience with a range of computer software applications, including databases
Personal qualities and skills	Qualities: • Passion for our cause and vision • Flexible and adaptable • Able to prioritise • Able to work well on own initiative and as part of a team • Able to work well under pressure • An eye for detail • Able to think laterally and develop innovative ideas • Ability to work in a wide range of different environments • Empathy with the aims and objectives of the Soil Association Skills: • Excellent interpersonal skills; ability to make presentations and communicate with clients, subcontractors and partners in different cultural settings

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	• Excellent organisational skills; ability to manage, guide and support clients, subcontractors and associate organisations • Good decision-making skills; ability to make operational decisions and contribute to strategic development • Good numeracy skills; ability to analyse figures accurately and rapidly • Good listening skills • Computer literate; familiar with a range of computer software applications
Contract type	Fixed Term - 12 months maternity cover
Band	C
Hours of work	37.5 hours per week, 1 FTE
Probationary period	6 months
Notice period	2 months
Holidays	27 days per annum plus bank holidays, increasing with length of service
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Date	August 2026