







## Contents

The Role	03	Main Responsibilities	06
Letter from the CEO	04	Required Skills and Qualifications	06
About We <b>Forest</b>	05	How to Apply	07
Purpose	05	About Oxford HR	08

## The Role

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<b>Title:</b>	Quality and Planning Director
<b>Position:</b>	Full-time employee
<b>Reporting to:</b>	CEO
<b>Location:</b>	Brussels, Belgium (working from another European country with frequent travel to Brussels may be considered)
<b>Salary:</b>	Competitive package for a small NGO
<b>Start date:</b>	As soon as possible

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## Purpose

The Quality and Planning Director is a cross-project position, providing technical leadership and coordination of operations strategic planning, processes & tools to strengthen and develop our existing and future projects.

This role reports directly to the CEO and forms part of the Operations leadership team with the two Regional Programme Directors.





## Letter from the CEO

The people on the streets are shouting it: we need to act for climate and we need to do it now. We have been repeating for nine years that a simple solution exists to mitigate global warming and its negative impact on people, flora and fauna.

Restoring the equivalent of an area the size of the USA (10 million km<sup>2</sup>) with forests would help us stay under the 1,5 °C, according to the Oct 2018 IPCC SR1.5 report. Who is hearing us? Well, something is starting to happen: every single day new requests arrive from corporates and organisations to join our movement. 128 partners funded us in 2018 and the large majority are regular sponsors, engaging for the long term.

In spite of doubling our teams and capacity during 2018, we are struggling to keep up with the high demand. This is actually great news and our main focus in the year to come will be to grow the number and size of our forestry projects to enable more partners to join.

**Marie-Noëlle Keijzer**  
CEO of WeForest





## About WeForest

**WeForest** is an international non-profit association headquartered in Belgium and with current projects in Brazil, Ethiopia, India, Tanzania, and Zambia. Our mission is to advance innovative, scalable and lasting solutions to restore forest and landscapes for the climate, the people and the planet: **WeForest** promotes scientific evidence for the ways in which forests contribute to climate change mitigation, beyond their impacts as stocks of carbon, by increasing water availability, enhancing local cooling and improve rural livelihood and resilience.

Our aim is to demonstrate, through the restoration of entire regions, that well-planned reforestation can be the solution to today's biggest challenge: climate change. We promote Forest and Landscape Restoration best practices and have created a movement, engaging international brands and their millions of customers to act. Current corporate

partners include Wex, UCB, Diorapthe, Swift, Treesisters, Nike, Delifrance and Duvel.

Our activities are expanding at a fast pace and we are creating three new leadership positions to lead our restoration and conservation activities: two positions as Regional Programme Directors (Africa and Asia & Latin America), and one position as Quality and Planning Director.

Our values are Integrity, Transparency, Excellence, Collaboration, Passion, and Courage. Our vision 'We imagine a world where communities and nations sustainably manage their forests and natural resources for the benefit of our climate, our environment and humanity'.

## Main Responsibilities

### Role Summary

- **Oversee operating processes and tools** used to source, initiate, monitor and eventually complete our multiple forestry projects across the world. These tools include (without being not limited to) management plans, log-frames, forestry and socio-economic protocols.
- **Manage and develop a team of experts** (forestry, livelihoods, carbon and applied science) to ensure that the team performs well, that the projects are run according to plans and quality standards, that client needs are taken into consideration, that risks are identified & mitigated and that processes are continuously measured & improved.

### Duties and Responsibilities

- **Monitors Projects.** Trains and coaches the regional managers to prepare and the team of experts to coordinate, and monitor the projects, from the initial conception to the schedule and final completion. Is involved with the planning and forecasting of

budgets and timelines. Assures that the projects are accurately planned, monitored and completed to schedule.

- **Performs Quality Control.** Ensuring high standard quality of the projects, timely delivery and high performance of teams through quality control checks at each stages and all aspects of projects
- **Assign Responsibilities** to members of the team so that everything is completed on time. This involves mentoring the project teams and managing their performance.
- **Communicate with the Team.** Communication is key to this role. It includes letting the team know of any updates or problems, as well as providing assistance and support whenever necessary.
- **Monitor Compliance** of the projects to ensure that environmental standards and practices are adhered to, that quality assurance policies are followed, and performance standards are met.

## Required Skills and Qualifications

- Master's degree in a relevant field.
- Substantial experience in environmental / reforestation project management, preferably with a mix of field and headquarter level experience.
- Excellent understanding and experience of all stages of the project management cycle.
- Experience in process management and training.
- Proven experience of developing and setting up new projects and related skills (designing projects, developing project proposals, recruitment, conducting baselines, etc)
- Project Engineering experience.
- Very organised and structured mind-set.

- Proven experience of working with multicultural teams, including remotely.
- Strong interpersonal and communication skills (both written and verbal communications), open to coaching and collaborative teamwork, including remotely.
- Fluent spoken and written English. Other language(s) a plus.

### Desirable

- Strong understanding of the various technical expertise related to forest landscape restoration projects (carbon, forestry, livelihoods, food security, gender, water) and the wider benefits and implications of forests.





## How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button in the job advert page and complete our online application form. Please provide a CV and cover letter in ONE single document, which should be prepared before applying as they will be requested in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit. The document should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (yymm) e.g: Pat-Jones-CVandStatement-1808.

### Timeline

Closing date:

30th August 2019

Preliminary interviews:

From 9th to 27th September 2019

Final panel interviews:

Week of 14th October 2019

### Equality statement

Equality and diversity are at the core of **WeForest** values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

### Selection process

All candidates will be notified about the status of their applications. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

### Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email [weforest-gpd@oxfordhr.co.uk](mailto:weforest-gpd@oxfordhr.co.uk) in the first instance.





## About Oxford HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts

from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development and the social sector as well as the corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.



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