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VACANCY ANNOUNCEMENT Job ref: 9430057

CCMA Programme Coordinator

Join the CCMA Secretariat and help set the standard for professionalism in global carbon markets.

Location	Remote (Global) candidates from all regions welcome to apply
Contract	Full-time, two-year fixed term (renewable), six-month probation
Salary	GBP 60,000–75,000 per annum (actual dependent on experience)
Reports to	Team Leader, CCMA Secretariat
Deadline	28 August 2026 — applications reviewed on a rolling basis

Are you passionate about strengthening integrity and professionalism in global carbon markets? Do you want a seat on the management team building one of the world's first ISO/IEC 17024-aligned credentials into a global professional community? We are recruiting a CCMA Programme Coordinator to join the Secretariat of the Certified Carbon Markets Advisor (CCMA) programme.

About the CCMA Programme

The Certified Carbon Markets Advisor (CCMA) programme builds competencies in carbon market policy, project development, finance and trading, built on the requirements of ISO/IEC 17024 for personnel certification. The credentialing is based on the [Charter](#) which sets eligibility criteria, the examination framework and passing standards, the five-year CPD and recertification cycle, the Code of Conduct, and the governance and appeals process on which quality assurance rests.

Candidates certify through Standard Enrolment, which combines taught modules with a final examination, or Recognition of Prior Learning (RPL), a route for professionals with ten or more years of experience.

About the Role

The Programme Coordinator is part of the Secretariat's management team, responsible for keeping certified members engaged and supported, safeguarding programme and examination delivery against the Charter, and building the external partnerships that connect the CCMA to the standard-setters, verifiers and market bodies.

Key Responsibilities

Member Engagement & Community

- Act as the main point of contact for CCMA-certified professionals worldwide, connecting them with resources, networking and continuing capacity development content.
- Maintain the CCMA Member Directory, keeping profiles accurate, verified and current.
- Collect and act on member feedback, translating it into improvements to programme content and member services.
- Identify the resources members need (technical updates, market briefings, templates) and coordinate their development.
- Organise member webinars, regional meetups and networking sessions that connect certified professionals to one another and to the wider market.

Programme, Delivery Examination & Quality Assurance

- Ensure programme delivery and examinations are administered in accordance with the CCMA Charter and ISO/IEC 17024 requirements, including exam security and results processing.
- Coordinate with exam administrators, invigilators and item-writers to safeguard assessment integrity, and monitor pass rates and content currency.
- Support the Recognition of Prior Learning (RPL) process, including portfolio review and verification of the experience requirement, and track candidate progress across both pathways.
- Support the Secretariat in monitoring compliance with the Code of Conduct, and assist with governance meetings, minutes and Charter review cycles.

Partnerships & Stakeholder Relations

- Build and maintain relationships with Validation and Verification Bodies, and with crediting standard bodies.
- Develop partnerships with national and regional carbon market associations and coalitions to expand the CCMA's reach and in-region relevance.
- Engage with leading market-integrity bodies, including the Voluntary Carbon Markets Integrity Initiative and the Integrity Council for the Voluntary Carbon Market, keeping the programme aligned with evolving guidance.
- Liaise with Designated National Authorities (DNAs) on matters relevant to members working on Article 6 project structuring.
- Cultivate relationships with development partners and sponsoring institutions that support the CCMA's financial-aid programme for candidates from developing countries.
- Contribute to CCMA communications and reporting, including newsletters, member features, and periodic reports on programme performance for Secretariat leadership and funding partners.

Who We're Looking For

- Bachelor's degree in sustainability, finance, environmental policy, international development or a related field; a Master's is an advantage.
- At least ten years' experience in carbon markets, sustainability programmes, professional certification bodies or membership-organisation management.
- Working knowledge of ISO/IEC 17024 and the voluntary and compliance carbon market landscape, including crediting standards, VVBs and Article 6.
- A demonstrated track record in member or stakeholder engagement, community management or partnership development.
- Excellent written and verbal communication skills, with the ability to represent the CCMA credibly to standard-setters, regulators and development partners.
- Proven ability to manage multiple relationships, deadlines and time zones independently in a remote-first environment.
- **Desirable:** bilingual in English and French; CCMA membership; an existing professional network with carbon market stakeholders at regional level, particularly in Africa, Asia or Latin America.

What We Offer

- A global, fully remote role with flexible working hours — work from wherever you are, on outcomes rather than fixed office hours.
- A one-time home-office equipment allowance to set up your workspace.
- A competitive salary of GBP 60,000–75,000 per annum, commensurate with experience.
- A genuinely central role with a seat on the Secretariat's management team and direct influence over how the credential is run and how it grows.
- Global exposure to governments, standard-setters, development finance institutions and market bodies shaping the future of carbon market practice.
- Ongoing professional development, including access to all in-house programmes and its resource library, plus support to attend relevant events.
- An inclusive, collaborative culture, working alongside a small, mission-driven Secretariat team and a certified-member community spanning dozens of countries.

How to Apply

Send a cover letter, your CV, and your availability, notice period and current location/time zone to recruitment@transformativefinhub.org with the subject line “CCMA Programme Coordinator.” Applications are reviewed on a rolling basis; the closing date is 28 August 2026. Shortlisted candidates will be invited to a virtual interview.

Important Notes for Applicants

- **No Fees** — we do not charge application fees at any stage and will never ask for money or financial information; please be alert to recruitment scams.
- **Direct Applications Only** — we are not engaging external recruitment agencies; applications should come directly from candidates.
- **Equal Opportunity** — we welcome applications from qualified candidates of all backgrounds, including from developing and emerging economies.
- **Privacy** — personal data submitted is used for recruitment purposes only, in line with our data protection policy.

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