



To:- All Potential Candidates

11 August 2014

**Some Key Points to Consider when  
Applying for the Post of  
Executive Director, the Forest Stewardship Council in the UK**

Dear Potential Candidate,

Please spend a few moments reading this Introductory Letter. Its aim is to save everyone's time by allowing you to concentrate on the essentials should you wish to apply for the post of Executive Director of the Forest Stewardship Council's National Office in the UK (known as FSC UK).

On the pages of this part of the FSC UK website you will find the Job Description of the post and the Person Specification of the ideal candidate agreed by the trustees. We trust that both documents are sufficiently broad in content to encourage applications from individuals from across a wide range of skills and experience.

You will find more general information about the role of FSC UK elsewhere on the website.

Please send me your CV and a Covering Letter if you wish to apply for this post. Please confine the length of your CV to no more than two pages of an easily-readable typeface, but be sure to include those details which you feel particularly equip you for this post. In regard to the Covering Letter, we wish you to concentrate on explaining how you meet the 8 skills/experience regarded as *essential*. These are:

- Evidence of a passion for and commitment to conservation of the world's forests;
- Track record of leadership and decision making;
- Ability to get the best out of a small team;
- Background of working collaboratively with a wide range of partners;
- Experience of working with or in the commercial sector;
- Strong business and project management skills;
- Sound financial management skills; and,
- Good all-round communication skills.

Please limit yourself to just 75 words when describing your compatibility with each of the above, other than the last (communication skills) where you may use up to 100 words. You may also use up to 100 words in total to outline your compatibility with all 4 of the *desirable* skills/experience.

Please ensure that all facts and other material information given in both your CV and Covering Letter are truthful. FSC UK has a policy to check all such claims before appointment. We naturally take seriously any attempt even to gain an interview under false pretences.

The closing date for applications is 26 September 2014. If you are interested in applying for this post, please send your CV and Covering Letter to me at [charles@fsc-uk.org](mailto:charles@fsc-uk.org) I will try to answer queries put to me by email ---- I am abroad for much of the first half of September.

Interviews are currently scheduled for Monday 20th and Tuesday 21st October in London.

Best wishes,

Charles Thwaites MBE Executive Director FSC UK