



**RSB**  
Roundtable on  
Sustainable Biomaterials  
[www.rsb.org](http://www.rsb.org)

# ROUNDTABLE ON SUSTAINABLE BIOMATERIALS

**RECRUITMENT: EU Life Cycle Assessments Project Manager  
Full Time**

January 2022

The Roundtable on Sustainable Biomaterials (RSB) Association seeks a highly motivated individual to join our organisation as an EU Life Cycle Assessments Project Manager, an ideal position for an individual interested in furthering an international career in a sustainability organisation. You will join a team of passionate, energised, and supportive individuals dedicated to promoting sustainability in the fuels, energy, and materials sectors through implementation of the RSB Standard and Certification System.

The position is full-time with flexibility considered and based in Europe.

## About Us

We are a small and dedicated team of committed professionals working on a global scale to develop solutions to some of the world's biggest challenges. We are a remote team, situated in many countries around the world, with a strong, collaborative working environment fostering professional development and a healthy work-life balance. Our team allows for individual autonomy and the opportunity to engage with a full spectrum of roles within a diverse sustainability organisation.

The RSB is a global, multi-stakeholder organisation dedicated to driving the truly sustainable development of the bioeconomy - as described in our best-in-class sustainability Standard. We are frequently noted as industry leaders in navigating the complexities of supply chain sustainability and take pride in applying our robust sustainability framework in diverse sectors including aviation, chemicals, materials, and shipping, among others.

Our work includes:

- Advisory services and policy support to industry, government, and civil society to ensure a robust approach to sustainability.
- Engagement and development of our global member community to ensure meaningful impact.
- Implementation of grant-funded projects to integrate sustainability into supply chains and develop solutions for applied sustainability.
- Supporting credible, practical, and affordable certification to our best-in-class Standard.
- Continuous improvement through development and application of the RSB Standard.

## Your Role

The EU Life Cycle Assessments Project Manager will lead full application processes for EU-funded projects, from initial idea to final proposal, and will manage and work on awarded projects.

Specific duties include:

### Fundraising

- Work with the RSB Executive Director to lead applications for EU-funded projects with a focus on LCA embedded in a broader sustainability framework
  - Assess opportunities of EU-funded projects
  - Develop proposal from initial idea to final documentation
  - Develop formal and informal relationships with potential partner organisations
  - Coordinate with partner organisations on joint proposals

### EU Project Implementation

- Manage RSB's EU Horizon projects, to include:
  - Create and maintain project schedules with tasks and resource allocations
  - Lead internal project team meetings and attend external meetings with project stakeholders
  - Develop project-specific deliverables, monitoring progress and leading review sessions
  - Create a project budget and assist with project financial monitoring
  - Identify opportunities for project efficiencies and quality improvements
- Implement Work Packages and tasks related to greenhouse gas (GHG) life cycle analysis
- Work with the RSB GHG Lead and the RSB Technical Director to analyse GHG LCA methodologies developed and implemented in the Union to adapt RSB's tools and Standards

### Advisory Services

- Develop proposals for LCA-related Advisory Services
- Implement LCA-related Advisory Services

## About You

### *Required - Education, Experience, and Qualifications*

- Minimum of five years professional experience with life cycle analysis calculation and application of relevant tools
- University degree in a relevant field or equivalent experience
- Fluent spoken and written English
- Knowledge of carbon accounting, sustainability, circularity, biofuels, and biomaterials industry
- Confidence and ability to communicate effectively with companies, governmental institutions, non-profit agencies, academia, and other experts on a global scale

### *Required - Personal Attributes*

- Proactive
- Open-minded
- Efficient
- Ability to work with a multicultural and virtual team
- Strong motivation and drive for sustainability
- Excellent interpersonal communication skills
- Willing to travel as required by the job
- Flexible and willing to learn continuously in an exciting environment

### *Desired - Education, Experience, and Qualifications*

- Specific knowledge and/or experience in sustainability standards and certification systems
- Knowledge and/or experience in innovative technologies, e.g. Power-to-X

## Why Work With Us

Join a small, dedicated, and multicultural team of professionals committed to building a brighter future for people and planet.

### **Great Benefits**

- Competitive salary
- Excellent holiday provision: 30 days annual paid leave plus 12 flexible paid leave public holidays
- Annual salary adjustments for cost-of-living increases
- Flexible working hours
- Remote working (home-office), with periodic in-person team meetings (IAW host nation guidance)
- Professional development opportunities
- Travel insurance

### Important Information

- **Location:** Mainly home office-based (located in Europe). Regional and global travel will be required from time to time for team and other organisation meetings, meeting stakeholders and in delivering projects
- **Working Hours:** Flexible, but ideally 40 hours / week
- **Start Date:** As soon as possible
- **Duration:** Permanent
- **Deadline for Applications:** 18 January 2022

### How To Apply

**To apply**, please send a cover letter and CV in English with salary expectations and contact details for up to three (3) references to the email address [\*\*info@rsb.org\*\*](mailto:info@rsb.org). Shortlisted candidates will be invited for an online interview by the end of January.