



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

# ROUNDTABLE ON SUSTAINABLE BIOMATERIALS

**RECRUITMENT: Marketing & Communications Officer  
Full Time**

January 2022

The Roundtable on Sustainable Biomaterials (RSB) Association seeks a highly motivated individual to join our organisation as the Marketing & Communications Officer, 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 the implementation of the RSB Standard and Certification System.

The position is full-time with flexibility considered and based in South Africa (preferred) or 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:

- Continuous improvement through development and application of the RSB Standard.
- 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 applying 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 Marketing & Communications Officer will work closely with the Outreach & Engagement Director to manage the organisation's marketing and communications and provide communications support to the wider team.

Specific duties include:

### Marketing & Communications Strategy

- Support the RSB Outreach & Engagement Director in the development and implementation of marketing and communications strategies and the roll out of RSB's overall revised strategy.
  - Develop messaging and communications to support the RSB team in outreach activities covering convening, implementation, and certification across multiple sectors.
  - Develop materials to support the RSB's marketing and communications strategies.
  - Develop and implement communications campaigns to support organisational goals and strategies.

### Marketing & Communications Activities

- Manage RSB's social media accounts.
- Prepare and publish regular RSB newsletters, blog posts, press releases, and articles on the RSB website and other platforms.
- Manage existing media relations and develop new partnerships.
- Work with team members and subject matter experts to manage crisis communications.
- Manage and maintain RSB's website, including development projects, security, website analytics, and content management such as lists of members and participating operators.
- Development and pitch of marketing proposals to the broader RSB team.

### Events Management

- Support the preparation of presentations and speeches by the RSB team.
- Manage the logistics of RSB webinars – including invitations and promotional materials, event coordination, speaker management, and access for speakers and attendees.
- Management of logistics, marketing, presentations, and more for the RSB Annual Conference.

### Tool Development and Maintenance

- Maintain and update RSB's existing designed assets – including brochures and presentations.
- Proofread and edit key internal and external RSB documents.
- Develop new assets as required by the team.

- Design and distribute on-product labels.
- Manage and maintain database of RSB endorsements and preferences.

## About You

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

- Minimum of three years of experience as a marketing or communications professional.
- University degree in a relevant field or equivalent experience.
- Fluent spoken and written English.
- Knowledge of key international marketing trends, digital media, brand positioning, and sustainability communications.
- Skills and experience with:
  - Microsoft Office 365 Suite
  - Adobe Creative Cloud – specifically InDesign, Illustrator, and Photoshop
  - Mailchimp
  - WordPress
  - Salesforce
  - Digital Meeting Solutions – specifically Zoom, MS Teams, and WebEx
- Ability to communicate effectively with companies, governmental institutions, non-profit agencies, academia, and other experts on a global scale.
- Confident managing marketing and communications projects and external service providers.
- Knowledge of broad sustainability trends and awareness of hot button industry issues.

### *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 or experience in sustainability standards and certification systems
- Knowledge of sustainability, biofuels, and biomaterials industry is a distinct advantage
- Native English speaker

## 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 (South Africa ideally; or Europe). Regional and global travel will be required from time to time for team and other organisation meetings, meeting stakeholders and in delivering projects
- **Full Time:** 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 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.