WE’RE HIRING:
EU Project Manager

Position: Full-time
Location: Home-office based, located in Europe (Germany or Spain)
Start Date: January 2024
Application Deadline: 22nd September

RSB – Roundtable on Sustainable Biomaterials Association
International Environment House 2
Chemin de Balexert 7-9, 1219 Châtelaine
Switzerland
Are you ready to join a team of passionate, energised and supportive individuals dedicated to advancing the transition to a sustainable and circular bioeconomy?

RSB - Roundtable on Sustainable Biomaterials is looking for a highly motivated and detail-oriented individual to join the team as our EU Project Manager – an ideal position for someone interested in furthering an international career in an organisation focused on sustainability and industry transformation.

About Us

Our small and dedicated team of committed professionals works on a global scale to develop solutions to some of the world’s biggest challenges. We operate remotely, 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 the diverse range of organisations in our stakeholder base.

RSB is a global, multi-stakeholder organisation dedicated to driving the truly sustainable development of the bioeconomy based on our best-in-class sustainability framework. Frequently noted as industry leaders in navigating the complexities of supply chain sustainability, we take pride in applying our robust sustainability framework in diverse sectors including aviation, chemicals, materials, and shipping, among others. For more information, visit www.rsb.org
Your Role

As RSB’s EU Project Manager, you will report to the Programme Director and work closely with the EU Project Lead to support the fundraising and implementation of projects funded by Horizon Europe and other EU funding programmes (hereafter referred to as “EU Projects”).

In this role, you will be responsible for:

EU Project Implementation
- Manage RSB’s EU Projects assigned to you:
  - Ensuring well planned, resourced, and timely deliverables.
  - Leading internal project team meetings and attending external meetings with project partners and stakeholders.
  - Developing project-specific deliverables, monitoring progress, and leading review sessions.
  - Creating a project budget and assisting with financial monitoring.
  - Identifying opportunities for project efficiencies and quality improvements.

- Implement work packages and tasks related to EU Projects assigned to you in line with RSB’s strategy and goals:
  - Leading project deliverable implementation, performing environmental assessments, conducting gap analyses against RSB Standards, supporting supply chains to understand and implement RSB EU RED certification, and conducting stakeholder consultations.
  - Managing the RSB technical team to support work package implementation.
  - Supporting the RSB Communications team writing news articles and thought leadership pieces to promote RSB’s EU activities.
  - Organising in-person and online project meetings, workshops and other related events.
  - Writing project reports and giving presentations at workshops and events.

- Support existing EU Projects, such as:
  - ALIGHT (https://alight-aviation.eu/)
  - CARINA (https://www.carina-project.eu/)
  - STAR4BBS (https://star4bbs.eu/)

Fundraising
- Support the EU Project Lead and RSB’s Executive Director to develop applications for new EU-funded project opportunities:
  - Identifying new project opportunities and developing relationship with project partners; and
Developing project proposals from initial idea to final documentation and in coordination with project partners.

About You

**Required – Education, experience, and qualifications**
- 5+ years of professional experience with 3+ years working in EU projects in the bio-based and circular economy sector (e.g. agriculture, materials, bioenergy).
- Professional experience with sustainability certification, environmental and social assessments, life cycle analysis calculation, and application of relevant tools.
- Strong experience writing research papers and reports.
- Excellent spoken and written English.
- Degree in a relevant field, e.g., sustainability, environmental management, etc.
- Knowledge of sustainability, circularity, biofuels/biomaterials in the EU framework.
- Confidence and ability to communicate effectively with companies, governmental institutions, non-profit agencies, academia, and other experts on a global scale.
- Proficiency in Microsoft Office software.

**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 assessment (environmental, social and economic) in the bioenergy sector.
- Knowledge of the European Commission management rules associated with the Horizon Europe programme (administrative, financial, legal).
- Background on social assessment projects.
Why Work with Us

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

Our benefits
- Competitive salary
- Excellent holiday provision with 30 days annual paid leave
- Annual salary adjustments for cost-of-living increases
- Flexible working hours
- Remote working in home-office with periodic in-person team meetings
- Professional development opportunities

Important information
- Location: Home office-based, located in EU (Germany or Spain)
  - Travel may be required for meetings
- Position type: Full-time
- Start Date: January 2024
- Duration: 2-years with option for permanent contract

How to Apply

1. Provide a Cover Letter describing why you wish to work with us, and why you are the right fit.
2. Provide your CV, no more than 2 pages please.
3. Email your application to Sam Hansen, RSB’s Finance & Administration Manager, at Sam.Hansen (@) RSB.org with the subject line, "EU Project Manager".

Please note that applications which do not follow the steps above will not be considered in our selection.