WE’RE HIRING:
Certification Manager

Position: Full-time
Location: Home-office based, located in UK, Germany or Spain
Start Date: January 2024 or earlier
Application Deadline: 1st September 2023, 5pm CEST
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 Association seeks a highly motivated and detail-oriented individual to join the team as our Certification 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 Certification Manager, you will report to the Technical Director and work closely with the Certification Lead to maintain and grow the RSB certification system.

You will be responsible for five main areas of work, listed below.

- **Certification management**: this is the main work area and includes certification system development, certification administration, claims management, and supporting operators through the certification process.
- **Oversight and accreditation**: ensure RSB certification bodies carry out the certification process accurately and efficiently by checking their audit report quality, attending witness audits, liaising with the RSB oversight body and RSB certification body program managers, and keeping records of certification body auditor training.
- **Knowledge management**: keep abreast of other policy developments such as a green claims directive or European plastics legislation, as well as conducting ad-hoc gap analysis on other standards, initiatives, and Impact Alliance partners in support of the Standards Manager.
- **Project work**: support of RSB projects, including the RSB Book & Claim registry, RSB Ingredients Claims project, EU Union Database work, and the RSB certification process digitisation.
- **Reporting and data management**: support the Certification Lead with reporting and record-keeping, which includes working on RSB’s Impact Report, regulatory reporting and reporting to the RSB Board.

About You

This is what RSB values in you:

**Required - Education, experience, and qualifications**

- 3+ years’ experience with a certification or standards organisation
- Degree or equivalent in a relevant field (sustainable development, environment management, etc).
- Auditor qualification and auditing experience
- Excellent written and oral communicational skills in English and ability to interact with companies, certification bodies, non-profit agencies, and experts around the world and several backgrounds.
- Must be proficient using all Microsoft programs (Office, Outlook, SharePoint, etc.)
- Understanding of how certification systems work (management systems, relevant ISO Standards, Chain of Custody, GHG LCA and sustainability certification, etc.)
**Required - Personal attributes**

- Strong interest in sustainability certification and/or experience in the bioeconomy.
- Proactive and efficient.
- Happy to work remotely (home-office based).
- Willingness to travel as required by the job.
- Ability to work calmly and efficiently under pressure.
- Ability to work with a multicultural and virtual team.
- Flexible and willing to learn continuously in a dynamic environment.

**Desired**

- Knowledge of accreditation standards, processes and organisations.
- Experience with EU RED and ICAO CORSIA recognised certification standards.
- GHG LCA auditing or verification experience.
- Knowledge or relevant processes, such as feedstock, fuel and chemical production and sectors, such as aviation, chemicals, and marine.

**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 work in home-office with periodic in-person team meetings
- Professional development opportunities

**Important information**

- **Location:** Home office-based, located in the UK, Germany, or Spain
  - Travel may be required for meetings
- **Position type:** Full-time
- **Start Date:** January 2024 or earlier

**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, “RSB Certification Manager”.

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