WE’RE HIRING:
Book & Claim Project Manager

Position type: Full-time
Location: Home-office based, located in Germany, Spain, or UK
Start: January 2024
Application Deadline: 22 September 2023
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 Book & Claim 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 Book & Claim Project Manager, you will report to the Programme Director and manage the implementation and growth of RSB’s book and claim programme.

Through this programme, we lead the development of a credible and effective book- and-claim mechanism, the RSB Book & Claim System, which aims to expand the accessibility of sustainable fuels and accelerate the decarbonisation of hard-to-abate sectors, such as aviation and shipping. The RSB Book & Claim System consists of the RSB Book & Claim Manual (normative procedure), the RSB Registry (digital data storage system), and the RSB Book & Claim Recognition Framework (normative procedure for a registry ecosystem) – and is regularly tested across pilots in partnership with industry leaders. RSB’s book and claim programme is poised for significant, accelerated growth. For more information visit: https://rsb.org/book-claim.

In this role, you will:

- Manage the development and implementation of book and claim pilots delivered in partnership with industry leaders.
- Support the Programme Director to:
  - Refine the RSB Book & Claim methodology and guidance manual based on insights from pilots and industry feedback;
  - Conduct stakeholder consultations with NGOs, industry and think tanks;
  - Develop partnerships with relevant industry partners and synergistic programmes (e.g. SFC and RMI’s Book & Claim Community, Sustainable Aviation Buyer’s Alliance and Zero Emissions Maritime Buyers Alliance);
  - Engage policymakers to share learnings about the RSB Book & Claim System and promote its recognition within aviation and shipping regulations; and
  - Develop Book & Claim trainings via the eLearning solution and through partnerships with like-minded initiatives.
- Support RSB’s Digital Solutions Manager to:
  - Define and implement new RSB Registry requirements;
  - Integrate pilot learnings into the RSB Book & Claim Recognition methodologies and guidance documents;
  - Onboard companies onto the RSB Registry; and
  - Engage RSB members via the RSB member Book & Claim Platform.
- Represent and promote the RSB Book & Claim System in industry and policy meetings and events.
- Lead engagement (in partnership with key stakeholders) with relevant voluntary GHG reporting systems.
- Provide support in developing news articles and thought leadership pieces on book and claim.
About You

We are looking for an individual based in Europe (located in Germany, Spain or the UK), equipped with relevant experience and a strong commitment to sustainability.

Required - Education, Experience, and Qualifications

- 5+ years of relevant professional experience.
- Professional knowledge in the following topics:
  - Greenhouse Gas (GHG) emissions accounting in the sustainable fuels sector;
  - Sustainability certification and auditing;
  - Chain of custody, including Book & Claim;
  - Regulatory and voluntary GHG reporting systems, including the SBTi, CDP, and the GHG Protocol; and
  - Similar voluntary markets such as the Guarantee of Origin mechanism (GoOs), Renewable Energy Certificates (RECs), or I-RECs, carbon credits, etc.
- Degree in a relevant field or equivalent experience e.g., sustainability, environmental management, etc.
- Proficient spoken and written English.
- Proficiency in Microsoft Office software.
- Excellent stakeholder management skills and able to promote RSB solutions.
- Confidence and ability to communicate effectively with companies, governmental institutions, non-profit agencies, academia, and other experts on a global scale, including at conference and events.

Required - Personal Attributes

- Proactive and efficient.
- Open-minded and collaborative.
- Tech savvy, able to use modern digital communications and management tools.
- 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 a dynamic environment.

Desired - Education, Experience, and Qualifications

- Professional experience in managing Book & Claim partnerships and projects in the bioenergy sector.
- Familiar with EU and international sustainability regulations in the transport sector.
- Former role in either commercial sales or procurement group that provides context on how contracting and fulfilment processes work.
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 Europe (Germany, Spain, or the UK)
- 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, “Book & Claim Project Manager”.

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