

Job Description: Standards & Projects Manager

Full time

Introduction

The Sustainable Biomass Program Limited (SBP) is a certification system designed for woody biomass, mostly in the form of wood pellets and woodchips, used in energy production. The system allows companies using biomass to produce energy to demonstrate compliance with regulatory, including legal and sustainability, requirements relating to woody biomass. The system enables the verification of the legal and sustainable origin of biomass feedstock and the collection and communication of energy and carbon data throughout the biomass supply chain.

The SBP certification system was launched in March 2015. Since then four Certification Bodies have been independently accredited by Assurance Services International (ASI) and offer third-party SBP certification worldwide. To date there are just over 200 active Certificate Holders, including biomass producers (wood pellet and woodchip producers), biomass traders and end-users across 25 countries.

SBP is managed as a not-for-profit organisation, registered in the UK. SBP's core team work together in a virtual network.

Role description

The Standards & Projects Manager is responsible for ensuring that SBP continues to deliver standards and projects for SBP to meet the high expectations of our stakeholders.

A key task will be to support the standards review and revision process to be delivered by the end of 2022.

In addition to the standards review and revision, SBP will continue to implement a large number of projects across a range of themes, including training, impact evaluation and alignment with best practice. You will be responsible for helping to ensure that these and other projects are delivered to SBP's high standards.

The ideal candidate is a highly motivated, self-starter familiar with managing multiple projects and working with multiple stakeholders. Experience in the field of sustainable supply chains, forestry/agriculture commodity producers or civil society organisations would be helpful. The position will be working closely with the Chief Technical Officer and other team members, together with external experts and multiple stakeholders, as required. As such, we are looking for candidates with strong interpersonal skills, used to dealing with individuals with different perspectives and from different cultures. The ability to successfully plan and deliver work in a dynamic small team will be essential. The proven ability to be proactive, to prioritise multiple simultaneous workstreams and to work to a high level of accuracy is critical.

SBP is a small organisation and the successful applicant will be expected to contribute across the organisation and not just in their core area of expertise.

Key responsibilities

- Support the management of the SBP standards, including the review and revision process.
- Support the delivery of technical projects across SBP's operations, ensuring on time delivery and to high standard.
- Support working groups focused on standards development and technical projects.

- Provide support to impact assessments, assurance, and global programmes, including benchmarking and endorsement.
- Support development and delivery of the SBP training and capacity building programme.
- In close collaboration with SBP Data Manager and external developers, support the design and improvement of SBP's digital tools such as the DTS.
- Support data analysis to help us do what we do better.
- Support achieving and maintaining compliance with ISEAL, regulatory and market demand.
- Support other projects and initiatives as they arise.
- Programme administration/co-ordination, including drafting procedures and maintaining accurate, relevant and up-to-date records and documentation.

The employee may be required to undertake such other tasks and responsibilities as may be directed, from time to time, by the CTO or CEO which are consistent with the nature of the job described above.

Competencies and skills

- Integrity is essential.
- Professionalism and a level-headed working style are essential.
- Self-starter and solutions-oriented working style are essential.
- Ability to manage and deliver on multiple work streams at the same time is essential.
- Attention to detail is essential.
- Ability to work remotely as part of a team is essential.
- A willingness and flexibility to travel, both domestically and internationally, is essential.
- Knowledge in voluntary certification and/or land-based carbon accounting is highly desirable.
- Excellent oral and written communication skills in English are essential with fluency in at least one other language desirable (particularly Spanish, French, German or Russian).
- Sensitive to group dynamics/diverging perspectives and ability to manage relationships, build consensus and resolve conflict.
- Confident interacting with a variety of international audiences and stakeholders from different cultures and backgrounds.
- Good writing skills and ability to deliver comprehensive analytical reports.
- The successful candidate would be expected to demonstrate the following:
 - Client orientation: ability to communicate well with stakeholders as well as establish and maintain effective relationships.
 - Management: demonstrated ability to manage priorities and generate quality results on concurrent assignments.
 - Organisational and personal attributes: excellent personal organisational and work planning skills, demonstrating high productivity and ability to manage competing work priorities, strong personal and work ethics, and a successful record of project development and management. Solutions-oriented approach to working with stakeholders and within the team. Proven ability to plan and organise work independently and meet deadlines.
 - Teamwork: good interpersonal skills, demonstrated ability to work in a multi-cultural environment.
 - Self-sufficiency: hands-on approach to deal with travelling, setting up and delivering meetings, facilitating and servicing stakeholders.

Qualifications and work experience

- Five or more years of professional work experience in an area related to multi-stakeholder processes or project management, ideally in the forestry voluntary certification sector.

- Background knowledge in quality and/or environmental management systems (ISO 9000, ISO 14000, ISO 19011, voluntary certification schemes) is recommended.
- Strong skills in the use of standard MS Office applications. Proficient and competent use of electronic information systems and databases.

Working arrangements

Position: Full-time Standards & Projects Manager.

Reporting: This position reports to the SBP CTO and CEO.

Location: Europe is desirable.

Workplace: Working remotely, for example, from home or other, as part of a virtual network.

Working language: Day-to-day working language is English.

Workplace equipment: Computer, phone and other equipment is supplied as needed.

Teamwork: Day-to-day remote work with the SBP Secretariat, including weekly meeting calls and bi-monthly face-to-face meetings.

Applications

All applications including full CV/resume and a motivation letter should be sent to:

info@sbp-cert.org

Please provide the contact details of two individuals that would be able to provide references if required. SBP reserves the right to contact these individuals directly. Please provide an indication of an expected monthly or annual salary. Only candidates selected for an interview will be contacted. The successful applicant will be expected to start as soon as possible.

The deadline for sending applications is 31 January 2020.