



**Job Description: SBP – Standards Manager**  
**Full time**

## Introduction

The Sustainable Biomass Program Limited (SBP) is a voluntary, multi-stakeholder independent third-party certification system currently designed for woody biomass used in large-scale energy production. The system allows the end users of woody biomass for energy to demonstrate compliance with regulatory (including legal and sustainability) requirements and beyond. The system enables the verification of the legal and sustainable sourcing of feedstock used in biomass production and the collection and communication of energy data throughout the biomass supply chain, enabling greenhouse gas emission calculations to be made.

The SBP certification system was launched in March 2015. Since then five Certification Bodies have been accredited by Assurance Services International (ASI) and offer third-party SBP certification worldwide. To date there are over 320 active Certificate Holders, including Biomass Producers (wood pellet and woodchip producers), Traders and End-users across 31 countries.

SBP is managed as a not-for-profit organisation, registered in the UK. SBP's core team work together in a virtual network and, when travel restrictions allow, meet in person on a regular basis.

## Role description

We are searching for a talented and experienced Standards Manager (SM) to join our excellent team.

The position reports directly to the Technical Director and CEO of SBP and works closely with other team members, together with external experts and multiple stakeholders, as required. The SM is responsible for ensuring that SBP continues to deliver Standards and related projects to meet the high expectations of our stakeholders. The SM's responsibilities include understanding and promoting project goals and developing plans and work schedules that will achieve them. The SM will also review processes, write project reports, identify risks, and provide cost and time estimates.

Collaborating with stakeholders, the SM is responsible for planning, developing, maintaining and improving SBP's certification system, including Standards, requirements, policies, procedures, guidance, etc. In addition to periodic Standards review and revisions, 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 SM should be able to lead and/or work with different subject matter-related working groups and make decisions in a fast-paced environment. Outstanding candidates already have experience and a track record working for a certification scheme or Certification/Accreditation Body, and are highly motivated, deadline-driven, adaptable and effective communicators (i.e. communicate and engage internally with governance bodies and externally with stakeholders with confidence and clarity).

The ideal candidate is a self-starter familiar with managing multiple projects, competing priorities and working with multiple stakeholders. Experience in the field of sustainable supply chains, forestry/agriculture commodity producers or civil society organisations would be helpful. 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, to manoeuvre in a digital remote working environment 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

- Lead/drive the development and management of the SBP Standards, including the periodic review and revision process.
- Develop operational plans, and budgets for technical works / projects.
- Streamline processes so that the organisation continuously improves efficiency.
- Initiate, drive and deliver (on time) technical standards related projects, ensuring on time delivery and to high standard.
- Lead/support working groups focused on Standards development and technical projects.
- Support development 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 Data Transfer System.
- Write up reports and present findings to the relevant parties e.g. the Board and Standards Committee.
- Ensure achieving and maintaining compliance with ISEAL Codes of Best Practice, and regulatory requirements of key biomass markets (where biomass sustainability requirements are in force).
- Initiate, drive and 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.
- Liaise with stakeholders (with a focus on Certificate Holders, Certification and Accreditation Bodies and certification schemes).
- Build relationships to monitor best practices and future trends in certification and incorporate knowledge into practices.
- Keep up-to-date with advancements in the field.

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

## Qualifications

### Skills, experience and knowledge

- 5+ years of professional work experience in the fields of corporate social responsibility, supply chain management, environmental management or social compliance in the voluntary certification sector, 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 communicator with a demonstrable ability to engage, understand and address the diverse interest and priorities of multiple stakeholders.
- Experience and track record with working with regulators in Europe and other countries is desirable.
- High integrity, sound judgement, comfort with ambiguity, and the ability to lead in a changing environment.
- Interpretation of social and environmental standards desirable, preferably in an international context.
- A positive can-do attitude, and the ability to deliver under pressure.
- Professionalism, cost-conscious 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.
- Proven ability to plan and organise work independently and meet deadlines.
- 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 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, Russian or Japanese).
- Sensitive to group dynamics/diverging perspectives and ability to manage relationships, build consensus and resolve conflict.
- Confident when interacting with a variety of international audiences and stakeholders from different cultures and backgrounds.
- Good writing skills and ability to deliver comprehensive analytical reports.
- Hands-on approach to deal with travelling, setting up and delivering meetings, facilitating and servicing stakeholders.

### Technology and software skills

- Technologically competent, with experience using leading certification and auditing software, as well as CRM systems.
- Experience with blockchain supply chain traceability software solutions is desirable.
- High proficiency in Microsoft Office Suite and online communication tools required, experience with other technology platforms (e.g. Salesforce) is desirable.

### Education and training

- Bachelor's degree in a relevant field required, Master's Degree preferred.
- Auditor accreditation or certificate in assurance mechanisms such as ISO, SA8000, FSC, PEFC, etc. is preferred.

### Working arrangements

- **Position:** Full-time.
- **Starting Date:** October 2021 preferred.
- **Reporting:** This position reports to the Technical Director and CEO.
- **Location:** A location preferred where the time zone is reasonably workable for a Team based in and around the CET time zone, and physical travel to bi-monthly meetings with the Team in Europe is reasonable.
- **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, an indication of an expected monthly or annual salary and a motivation letter should be sent to: [info@sbp-cert.org](mailto: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 deadline for sending applications is 30 May 2021.