



Job Description: SBP – Standards Manager
Full time - remote

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 and sustainability requirements. SBP's purpose is to facilitate the economically, environmentally and socially responsible use of biomass enabling climate goals to be met. The system relies on a comprehensive set of Standards which enable 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 and offer third-party SBP certification worldwide. To date there are over 330 active Certificate Holders, including Biomass Producers (wood pellet and woodchip producers), Traders and End-users across 33 countries. SBP has the ambitious strategy of growing its Certificate Holder base globally and exploring the extension of its scope beyond woody feedstocks and the certified products of woodchips and pellets.

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.

Who are we looking for?

We are searching for a talented and experienced Standards Manager (SM) to join our excellent team to help SBP to maintain a best-in-class certification system, continuously respond to the need of the sector and certified entities, and accompany SBP in its next phase of development.

As a key member of the technical team, the position reports directly to the Technical Director and works closely with the CEO. The SM will interact with other team members, together with external experts and multiple stakeholders.

Evolving in a fast-paced environment, the SM is responsible for planning, developing, maintaining and improving SBP's certification system, including Standards, requirements, policies, procedures, guidance. The SM will play a key role in facilitating the dissemination and understanding of the SBP Standards to the supply chain actors across SBP's countries of operation. The SM will also support and foster productive working relations with regulatory bodies across those countries.

The SM will play a key role in many SBP programmes including training, impact evaluation and alignment with best practice. The SM's responsibilities include developing and managing projects, understanding and promoting project goals, developing plans and work schedules, identifying and managing risks, and developing and complying with budgets and timelines.

Collaboration with a wide range of external stakeholders from diverse backgrounds (Certification Bodies, auditors, NGOs, SBP Certificate Holders) is at the heart of the role. The SM will also regularly be engaging with SBP's governing bodies and different subject matter-related working groups.

Experience in the field of sustainable supply chains, auditing, forestry/agriculture commodity producers or civil society organisations would be a positive. As such, we are looking for candidates with good interpersonal skills and who are used to engaging with individuals from different cultures with various, and sometime competing, perspectives.

SBP offers a unique opportunity for team members to contribute in multiple projects, not only in their core area of expertise. The ideal candidate is a self-starter, an adaptable and effective communicator, and familiar with managing multiple projects, competing priorities and working with multiple stakeholders.

The desire 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.

Key responsibilities

Standards Management

- Lead/drive the development and management of the SBP Standards, including the periodic review and revision process, in accordance with best practice.
- Lead/support working groups focused on Standards development and technical projects.
- Initiate, drive and deliver technical standards related projects, ensuring on time delivery and to high standard.
- Ensure achieving and maintaining compliance with ISEAL Codes of Best Practice, and regulatory requirements of key biomass markets (where biomass sustainability requirements, including EU RED II, are in force).
- Keep up-to-date with advances in the field of biomass production and market expectations, forestry and sustainability.

Technical support for stakeholders

- 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.
- 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.

Project management

- Develop operational plans, and budgets for technical works / projects.
- Streamline processes so that the organisation continuously improves efficiency.
- 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.
- Produce reports and present findings to the relevant governing bodies, e.g. the Board and Standards Committee.

The SM may be required to undertake such other tasks and responsibilities as may be directed, from time to time, by the line manager or 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 experience in engaging, understanding and managing diverse interests and priorities within a multiple stakeholder setting.
- Experience and track record with working with regulators in Europe and other countries is desirable.
- Interpretation of social and environmental standards desirable, preferably in an international context.
- Knowledge in land-based carbon accounting is highly desirable.
- Ability to deliver comprehensive analytical reports.
- Self-starter and solutions-oriented working style are essential along with ability to deliver under pressure.
- 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.
- High integrity, sound judgement, comfort with ambiguity, and the ability to lead in a changing environment.
- Sensitive to group dynamics/diverging perspectives and ability to manage relationships, build consensus and resolve conflict.
- 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)
- At ease in public communications setting.
- Ability to work remotely as part of a fully remote team is essential.

- Interest in interacting with a variety of international audiences and stakeholders from different cultures and backgrounds.
- Ability, willingness and flexibility to travel, both domestically and internationally, is essential.

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:** November 2021 preferred
- **Reporting:** This position reports to the Technical Director
- **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

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 September 2021.