



Job Description: Innovations Manager

Role Summary

Are you interested in driving change within the world's leading sustainability standards systems? Do you combine a deep knowledge of how sustainability standards operate with a big picture sense of how the broader sustainability landscape is evolving? And do you share our commitment to finding new approaches that improve the effectiveness of sustainability standards?

ISEAL Alliance is seeking to fill the new role of Innovations Manager. ISEAL is the global membership association for sustainability standards that includes many of the leading standards and certification schemes worldwide as its members. Please find out more about us on our website www.iseal.org.

This is a new position within ISEAL, joining our small team focused on supporting sustainability standards to test and integrate solutions that improve their effectiveness and impact. The Innovations Manager will be responsible for working with and inspiring our members and other stakeholders, both in a facilitation and technical capacity. The Manager will facilitate and provide support to a number of working groups which bring members together to research, test and integrate innovations into their standards systems, specifically focused on the assurance model. The scope of innovation will range from data management platforms and risk-based models to auditor competence and real-time data collection, and the Manager will work closely with colleagues focused on related topics such as traceability and monitoring and evaluation.

The Manager will also lead our work related to maintenance and revision of the ISEAL Assurance Code and technical support to members to comply with the Code's requirements. In addition, the Manager will play an integral role in the organisation as a technical expert on sustainability standards, providing technical support to various projects as needed. This role will be supported by and responsible to the Director of Innovation.

This is a challenging and exciting position that requires a distinctive skill set. The successful candidate has a technical background in assurance, with on the ground experience, and is familiar with the operational models of a number of sustainability standards systems, most likely having worked with one or more schemes. However, they also understand the limitations of existing assurance models and may have experience with other types of verification or sustainability tools. They have strong communications skills, being able to take complex technical issues and convey these clearly and in multiple formats to various audiences. The individual is also an accomplished facilitator, with experience moving diverse organisations toward collective learning and action, and potentially also has experience delivering training.

Responsibilities

Working group facilitation & technical support

- Facilitate member working groups, in particular on specific assurance topics, stimulating innovative ideas and testing of new approaches
- Conceive and manage research contracts on innovative technical solutions of interest to the working groups
- Synthesize broader learning and deliver webinars, articles, learning tools, etc. on technical topics

Assurance Code revision and member support

- Manage the revision process of the ISEAL Assurance Code, including consultation and Steering Committee governance
- Prepare draft revisions of the Assurance Code for consultation and Committee consideration
- Provide technical advice to ISEAL members on assurance topics and lead the development of interpretations and guidance where necessary

Innovation Summit

- Support implementation of this annual event bringing members and experts together around assurance and other topics to share examples of excellence

Other

- Undertake project management and reporting as needed
- Participate actively in Innovation team and organisational planning and activities
- Participate in internal staff management processes such as performance reviews, supervisory meetings, etc.

Experience, Knowledge and Attributes

- Postgraduate degree in a relevant subject or an equivalent combination of relevant experience and/or education and training
- Substantial work experience with sustainability standards or related organisations, including assurance-related work and field-level implementation, ideally in producing countries
- Demonstrable knowledge and experience of different sustainability standards and assurance models
- Applied experience in implementing innovative solutions to technical challenges
- Strong facilitation, consultation and convening skills and experience. Training experience a plus
- Confidence in presenting to various audiences, in English
- Excellent levels of spoken and written English and experience preparing reports
- Strong interpersonal skills and ability to build trust and productive relationships
- Well-organised, with strong process management skills and an ability to establish and work to priorities
- Self-motivated and ability to work independently as well as part of a team

Other Relevant Information

- Term:** This is intended as a long term position with an initial contract of one year
- Salary:** Compensation will be commensurate with experience and qualifications.
- Working Hours:** Based on a full time equivalent of 37.5 hours per week. The ISEAL Alliance operates a Flexible Working Policy and is happy to consider applications for flexible working after the relevant qualification period has passed.
- Location:** Based in ISEAL's London head office. Candidates must be permitted to work in the UK/EEA area.
- International Travel:** The post holder will be required to undertake regular international travel including overnight stays. (approx. 4 days/month)
- Annual Leave:** 25 days / year (including office closure between Christmas and New Year)
- Equal Opportunities:** The ISEAL Alliance strives to be an equal opportunities employer and commitment to this process is expected.
- Ideal Start Date:** ASAP

How to Apply

Interested candidates should submit a current CV and a statement explaining how they meet the selection criteria for the position to recruitment@isealalliance.org, quoting the job title "Innovations Manager". Specific enquiries about this role and the application process can be sent to the same email.

Deadline for applications will be 10 June 2016, noon (BST). Initial informal telephone interviews will be carried out leading up and just after the deadline; in-person interviews at our London office will take place in week commencing 27 June 2016. We regret that we will only be able to contact short-listed candidates.