



## Communications Manager, Standards

**Start Date:** A.S.A.P., 40 hrs p/w (€ 40,000.- / € 45,000.-gross per year on full time basis)

**Location:** Amsterdam, the Netherlands

**Contract:** 1 year initially – extension by mutual consent

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### Position summary and job purpose

The Communications Manager, Standards plays a pivotal role in GRI's Communications team, contributing to the production of high-quality outputs and the implementation of successful communications across GRI own channels, as well as external platforms in order to drive the understanding and uptake of the GRI standards for sustainability reporting and build/protect our brand.

The post holder will be developing communication strategies for the Standards division and the Global Sustainability Standards Board, and coordinate their implementation, while also, when necessary, write and edit content, ensure consistency across all materials and be a guardian of the GRI brand.

Furthermore, the post holder will contribute towards the overall communication strategy for GRI and work closely with other colleagues in the communications team. The post holder will be expected to self-direct her/his work load and ensures smooth implementation of tasks/projects through excellent planning and organizing.

The post holder will report to the Chief External Affairs Officer.

### Job responsibilities

- Provide strategic communication advise to the Standards Division and the GSSB, including: planning; messaging; delivery; reporting and KPI analysis
- Develop and implement communication tools and activities based on agreed strategies, in collaboration with the colleagues in the communications team
- Supports the line manager in the preparation and development of tasks/projects/concepts and related budgets
- Provide media relations support guided by the Manager Media Relations on an *as needed* basis
- Leads the internal communication efforts
- Conducts research on specific topics for tasks/projects/concepts to inform communication plans and materials
- Maintains routine communications with (external) contacts and others to ensure smooth tasks/project/concepts implementation
- Manages relations with external suppliers
- Coordinates and safe guards the correct use GRI brand assets internally and externally (agencies / 3rd parties / designers etc.) and develops additional templates to support organizational needs
- Other duties as requested

### Key competencies / Requirements

- Minimum of 7 years' experience in a similar strategic, consulting role in an international environment, developing and executing global communications plans and campaigns
- Proven successful and effective project management skills
- Pro-active and able to be results- and relationship-oriented at the same time
- University level training in strategic communications and/or equivalent professional experience
- Fluent written and spoken English at mother tongue level (non-negotiable); one or more languages would be an advantage
- Creativity and energy to successfully execute communication strategies across national and language boundaries
- Experience in managing media production efforts, such as videos and/or podcasts
- Familiarity with sustainability (reporting)
- Understanding of multi-stakeholder dynamics
- Sense of humor
- Ability to maintain an effective balance between short, opportunistic tasks and long-term strategic objectives
- Ability to work in an international and multi-cultural setting
- Affinity with the mission and vision of GRI would be an advantage

### **About GRI**

GRI is an international independent organization that has pioneered corporate sustainability reporting since 1997. GRI helps businesses, governments and other organizations understand and communicate the impact of business on critical sustainability issues such as climate change, human rights, corruption and many others.

With thousands of reporters in over 90 countries, GRI provides the world's most trusted and widely used standards on sustainability reporting, enabling organizations and their stakeholders to make better decisions based on information that matters. Currently, over 40 countries and regions reference GRI in their policies. GRI is built upon a unique multi-stakeholder principle, which ensures the participation and expertise of diverse stakeholders in the development of its standards. GRI's mission is to empower decision-makers everywhere, through its standards and multi-stakeholder network, to take action towards a more sustainable economy and world.

**Our Vision:** A thriving global community that lifts humanity and enhances the resources on which all life depends.

**Our Mission:** To empower decisions that create social, environmental and economic benefits for everyone.

### **How to apply**

Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to [recruitment@globalreporting.org](mailto:recruitment@globalreporting.org). The deadline to submit an application is 12.00 noon (CET), 11 January 2019. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

Visitors' address: Barbara Strozilaan 336, 1083 HN, Amsterdam, The Netherlands

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