



Governance Relations Coordinator

Start Date: A.S.A.P., 40 hrs p/w. (€ 30,000.- / € 33,000.- gross per year on full time basis)

Location: Amsterdam, the Netherlands

Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

Do you want to learn about the strategic and organizational side of GRI whilst collaborating with GRI's governance bodies as well as internal colleagues within GRI? And are you interested in further developing your customer service and relationship skills? Then search no further and apply! GRI's Operations Team is looking for a dedicated and enthusiastic new colleague to embrace the role of Governance Relations Coordinator.

The post holder will be the first line point of contact for GRI's governance bodies, the Board of Directors (Board), Stakeholder Council (SC), GRI's Nominating Committee (GNC) and the Standards related governance bodies Due Process Oversight Committee (DPOC) and Independent Appointments Committee (IAC). The post holder will provide advice to the Standards Division staff on the governance processes regarding the Global Sustainability Standards Board (GSSB).

The main focus of this role is to act as the principal coordinator of the secretariat's support for these governance bodies, except the GSSB, and as such will be the central contact person at the secretariat for members of the Board, SC and GNC and the Standards related governance bodies DPOC and IAC. This includes, but is not limited to, having full responsibility for the coordination of preparation and organization of governance body meetings, elections and appointments of GRI's governance bodies, and facilitation of the implementation of GRI's governance structure.

The postholder reports to the Chief Operating Officer.

Job responsibilities

- *Governance relations and processes*
 - Supports the members of the Board, SC, and GNC and the Standards related governance bodies DPOC and IAC with information and coordinates advice to facilitate their optimal effectiveness as members of the GRI's governance bodies, including relationship building and communication with GRI's Secretariat
 - Coordinates the induction programs for new members of the Board, SC and GNC and the Standards related governance bodies DPOC, and IAC
 - Coordinates implementation of changes to the governance structure when decided, including operationalization
 - Support the proper application of the due process, including related documentation
 - Implement the enforced transparency principle through the different governance bodies
- *Governance meetings (currently only virtual; expected partly in-person post COVID-19)*
 - Coordinates all governance body meetings (Board, SC and GNC and the Standards related governance bodies DPOC and IAC) and makes sure all are well prepared
 - Ensures that the logistics, accommodation and travel of members, and accommodation and facilities for the actual meetings are carried effectively



- Ensure high quality coordination of preparation, documentation and minutes of governance body meetings (Board, SC and GNC and the Standards related governance bodies DPOC and IAC)
- Ensure smooth execution of effective Board, SC, and GNC and the Standards related DPOC and IAC meetings and conference calls.
- Assist management in monitoring and in the management of follow up points decided at these meetings
- *Governance body elections and appointments:*
 - Coordinates appointment and election processes of Board, SC and GNC and the Standards related governance bodies DPOC and IAC (Note: SC elections are executed in collaboration with the GRI Community team).
 - Coordinates an effective time-plan for
 - the GNC to make their recommendations and nominations regarding Board, and SC appointments/elections
 - the IAC to make their recommendations and nominations regarding DPOC appointments/elections
 - Works closely with Communications department on a comprehensive communication/promotion plan relating to the elections and appointments process
- *Governance administration:*
 - Coordinates and maintains an effective record, storage and retrieval system for all formal decisions and plans of governance bodies including all documentation concerning the functioning of the governance bodies (meeting agendas, resolutions and minutes, supporting documentation, etc.)
 - Gather input and compile/edit quarterly Management Reports for Executive Team
 - Ensures the effective maintenance of all legal documents for the Dutch entity that provide the basis for GRI's legal constitution and that regulate the functioning of the GRI as an organization and its governance bodies, and assist management in monitoring compliance with all requirements
 - If and when appropriate, advises Management, Board, SC and GNC and the Standards related DPOC, GSSB, and IAC members on matters concerning the interpretation and application of requirements and provisions in the legal documents, both proactively and responsively
 - Be a guardian for the governance process
- *Communication*
 - Coordination of governance related sections of the GRI website and intranet updated
 - Supports the CE and relevant secretariat staff in the development and dissemination of regular communications to the governance bodies
- *Other duties as requested*

Key competencies / Requirements

- Previous work experience in a governance related role within a multi-stakeholder organization would be a plus
- Excellent command of spoken and written English and a demonstrated grasp of precision in the use of the English language
- Experience in minute taking of conference calls and meetings with multiple participants is a plus
- Excellent interpersonal skills
- Highly organized, consistent and systematic, with attention to detail



- Supportive and service minded; focused on helping members of GRI's governance bodies to be effective
- Sensitivity to and understanding of diverse cultural and international perspectives and customs
- Able to work in an international and multi-cultural setting
- Affinity with the mission of GRI

About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

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. The deadline to submit an application is 12.00 noon (CET), Monday 22 March 2021. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

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