Coordinator - Content Development Training & Certification

Start date: ASAP, 40 hours p/w. Working Hours Reduction Benefits  
Location: Amsterdam, the Netherlands  
Contract: 1 year initially – extension by mutual consent

Position summary
GRI is looking for a new colleague who wants to contribute to the development of training and support materials related to the GRI Standards. This position is part of GRI’s Training & Certification team. This team is at the center of GRI and in collaboration with other departments develops, implements and delivers high quality educational materials that are used in GRI’s programs and services.

These materials aim to support individuals and organizations to understand and implement the GRI Standards and ultimately drive the global uptake of the GRI Standards and improve the quality of disclosures.

Job purpose
The main purpose of this role is to develop high quality content such as educational materials, materials for presentations, workshops, case studies and best practices. When needed, the position holder also contributes to the development of research papers and other type of publications.

The position holder reports to the Head of Training & Certification.

Key Job responsibilities
• Develop, implement, and manage support materials on sustainability reporting, including but not limited to educational materials, materials for presentations, workshops, case studies and best practices.
• Deliver in-person and online presentations and workshops on sustainability reporting related topics.
• In collaboration with other departments, run programs/projects that educate sustainability reporting practitioners with the goal of improving the reporting process and sustainability disclosures.
• Other duties as requested.

Key competencies / Requirements
• University degree (bachelor’s degree in a relevant field)  
• Experience with content development and developing learning materials  
• Background in sustainability, ESG and/or sustainable development is preferable  
• Experience with sustainability reporting and the GRI Standards is a plus  
• Confident verbal and written communication and presentation skills  
• Excellent command of English, additional language skills are a plus  
• Flexible approach and demonstrated ability to meet deadlines  
• Professional initiative and a solid work ethic  
• Affinity with the mission and vision 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 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), 25 March 2022.

GRI, Attn. Human Resources
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