



Technical Writer/Editor Standards

Start Date: A.S.A.P., 40 hrs p/w. less hours is negotiable with a minimum of 4 days p/w

Salary indication: € 40,000.- / € 44,000.- gross per year on full time basis depending on experience

Location: Preferably based in Amsterdam, the Netherlands, but location is flexible

Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

Are you an adept technical writer and passionate about sustainability?

We are seeking an experienced Technical Writer/Editor to join our Standards Editorial & Publishing team in developing the GRI (Sustainability Reporting) Standards, the world's most widely used standards for sustainability reporting. The GRI Standards help organizations understand and disclose their economic, environmental and social impacts and meet the needs of information users for consistent and comparable information.

The Standards are regularly reviewed to ensure they remain up-to-date and reflect global best practice for sustainability reporting. The Standards project teams work together with experts from around the world, including business, civil society, labor, investment institutions, academics and accountants who provide input in a consensus-seeking approach that draws on their diverse backgrounds and expertise. The work is supervised by the Global Sustainability Standards Board that has sole responsibility for issuing the GRI Standards.

The Technical Writer/Editor will report to the Senior Publications Manager, Standards.

Job responsibilities

- Writing and editing content for the GRI Standards.
- Working within the Standards Editorial & Publishing team to review draft content developed through a multi-stakeholder process for quality and consistency.
- Setting and maintaining editorial guidelines and ensuring adherence to the Standards information architecture and in-house style guides.
- Advising project teams to create high-quality, impactful publications and communication materials, including contributing to the project brief and planning process.
- Working with and, where relevant, coordinating and supervising the work of external technical writers/editors.
- Assisting with other duties as requested.
- Other duties as requested

Key competencies / Requirements

- Proven technical writing and editing experience in comparable role for at least 5 years.
- Ability to grasp complex, technical topics and make them understandable to a global audience in a clear and concise manner.
- Expert command of the English (American) language at native-speaking level.
- Accurate, with a meticulous eye for detail and a commitment to the highest standards of quality.
- Strong project management skills with proven experience and ability to work on multiple projects simultaneously under tight deadlines.
- Affinity with GRI's mission and objectives.
- Self-motivated and able to work independently.
- Excellent team-working (interpersonal) skills and a well-developed cross-cultural sensitivity.
- Proficiency in MS Office.
- Experience in working in CMS (Umbraco) an advantage.
- 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), **Friday 12th March 2021**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

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