Position summary and job purpose

GRI is seeking a Policy Coordinator to take an active role in policy related tasks and projects whilst following instructions and procedures and is closely involved in presenting and communicating information. (S)he supports the team’s overall advancement to monitor and increase the number of references made to GRI in policy instruments around the world and research policy related topics and developments.

This position reports to the Head of Policy and supports a broad range of other tasks, including providing input to publications, fundraising proposals and/or helping to organize events. One of the post holder’s key responsibility will be to manage the policy database and Carrots and Sticks report. This position is an integral member of a small team and may be asked to take on other responsibilities as needs arise.

The ideal candidate will have excellent communication skills, professional experience in public policy/advocacy fields, willingness to take on more complex tasks and the ability to work collaboratively with a diverse group of stakeholders.

Job responsibilities

- Maintain the policy database, support the team with project management of the next edition of the Carrots & Sticks report, and prepare and maintain up-to-date presentation materials on GRI references to be used in external engagement.
- Proactively follow policy developments on sustainability reporting and engage with policy makers in collaboration with the team.
- Responsible for project management related tasks, whilst supporting the team in the preparation and development of project activities and budgets.
- Assist in content writing and drafting correspondence (policy papers, policy publications, external communications, briefings, etc.).
- Assist in writing articles for the website and create policy related internal/external communications (webpages, internal monthly policy update, etc.).
- Maintain routine communications with (external) contacts.
- Execute research and analysis on policy related topics and provide input to publications and other outputs led by the Policy team.
- Provide administrative support in keeping track of action points and follow-up activities, including during weekly team meetings.
- Support in the organization of events, including preparation of materials and coordination of logistics.
- Other duties as requested.

Key competencies / Requirements

- Interested in project management (proven experience is a plus) in working with policy makers, governments or international organizations.
- Analytical and policy skills, preferably in the field of corporate sustainability, responsible business conduct or standardization issues.
- Track record and experience with campaigning, advocacy and/or policy dialogue in a previous role.
- Effective English written and oral communications skills, ability to write policy text, project proposals and reports.
- Ability to work independently and think critically and strategically.
- Pro-active and can-do attitude.
- Results- and relationship oriented at the same time.
- Fluency in English and preferably one other language.
- 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 polices 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 3rd May 2021. 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
T: +31 (0)20 531 00 00 www.globalreporting.org