



ResponsibleSteel Operations Coordinator - part time (remote working)

Summary:

Support the ResponsibleSteel CEO and team in the implementation of the ResponsibleSteel programme, reporting to the CEO.

Responsibilities & key deliverables

Board and Committee Coordination

- Implement administrative systems to support the efficient and effective operation of ResponsibleSteel Board and Committee meetings (virtual and in-person), including oversight of logistics, preparation and circulation of agendas, management of attendance, timely preparation and circulation of meeting minutes, tracking of decisions taken by email, and tracking of actions arising.

Project coordination

- Oversee the efficient administration of projects, including preparation of consultant contracts, tracking of project deliverables, and tracking of project reporting requirements.

Membership

- Implement administrative systems around membership applications and approvals, associated press releases, use of logo, updating of website, etc, including liaison with the Membership and Governance Committee as required.
- Support the onboarding of new Members
- Help support the CEO in engaging new potential Members (identification of companies)

Meetings and Events

- Support ResponsibleSteel in the delivery of events and meetings, including organisation of logistics, travel bookings in line with ResponsibleSteel travel policy as required.

Monitoring

- Monitoring news and trade publications for relevant information on existing Members and to help identify potential new targets

For more information please email: ACHoward@responsiblesteel.org