

## Standards Coordinator (Maternity Cover)

- **Maternity Cover 12 Month Fixed Term role**
- **Full Time (part time >80% considered)**
- **Remote role** – Home office based in UK, Germany or Netherlands (employment jurisdictions). Open to candidates in other EU locations on contractor basis.
- **Competitive salary**

### About the role

The aluminium sector is poised to play a critical role in the transition to a low-carbon economy, with aluminium being a key component in everything from electric vehicles to wind turbines and solar panels. At the same time, the sector has a formidable challenge to decarbonise its own footprint, design for greater circularity, and ensure that future production goes even further to respect the rights of Indigenous and local communities, and to protect natural ecosystems.

The Aluminium Stewardship Initiative (ASI) is seeking a proactive and organised **Standards Coordinator** (maternity cover) to play a key role in our [major standards revision](#). This project aims to transform and update the ASI Standards to further drive sectoral change towards responsible production and sourcing of aluminium. This major revision project kicked off in March 2025 and will run through 2027, involving stakeholders from across the aluminium value chain, as well as civil society, Indigenous Peoples, and local communities.

Reporting to the Standards Director and working closely with the Standards Manager and the broader Secretariat, you will be responsible for coordinating project tasks, planning and facilitating multi-stakeholder meetings, analysing and responding to feedback, and drafting technical standard requirements that cover a range of critical ESG areas, from nature to labour rights and community impacts.

### About Aluminium Stewardship Initiative (ASI)

The Aluminium Stewardship Initiative (ASI) is a dynamic and ambitious organisation dedicated to the responsible production, sourcing, and stewardship of aluminium globally. Our vision is to maximise the contribution of aluminium to a sustainable society. We manage a global Certification program, working with more than 380 member organisations and a wide range of stakeholders.

ASI is incorporated in Australia as a non-profit organisation and Registered Charity, and is run by a dedicated and globally distributed Secretariat. More information on ASI can be found at: [www.aluminium-stewardship.org](http://www.aluminium-stewardship.org)

All members of the ASI Secretariat work from a home office in various countries (Australia, China, Germany, Netherlands, UK), collaborating as a virtual team with periodic in-person meetings.

### **ASI team culture**

We seek accomplished colleagues who enjoy working:

- As a globally distributed, virtual team with flexible working arrangements that can support work-life balance
- Closely and collaboratively across all cross-functional projects and issues
- Sharing knowledge and progress to support team learning and organisational improvement
- In partnership with a wide range of stakeholders
- Being responsive, fair, honest and open with everyone we deal with
- Keeping our sense of humour and collegiality!

ASI aims to have a positive and clearly articulated team culture that we all understand and strive to implement. We are focused on making sure we have great colleagues, a culture of candour, that we each strive to lead with context, and together act in ASI's best interest. We provide team development workshops to enable individuals and teams to reach their potential.

### **Key duties and responsibilities**

The Standards Coordinator will help plan and execute ASI's ongoing standard revision, with support from the Standards Director and Standards Manager.

The responsibilities for this role are grouped under 4 core organisational competencies:

#### ***Problem Solving / Critical Thinking***

- Coordinate project tasks for the standards revision, including planning activities, setting deadlines, and mitigating risks.
- Analyse stakeholder comments and feedback, identify key themes, and propose evidence-based revisions.
- Conduct research and analysis on sustainability topics (e.g., climate, biodiversity, labour rights, supply chain traceability) to inform recommendations.
- Contribute to drafting and refining technical requirements and supporting guidance within the ASI Standards.

#### ***Effective Communication***

- Prepare agendas and materials for multi-stakeholder meetings, ensuring clarity and accessibility.
- Facilitate (with support) stakeholder calls and meetings to ensure inclusive and constructive dialogue.
- Convey complex information in a clear, concise, and audience-appropriate manner, both in writing and verbally

#### ***Teamwork & Collaboration***

- Work closely with the Standards team and other colleagues to deliver project goals.

- Collaborate across ASI teams (training, communications, membership, assurance) to support alignment and smooth implementation of revised standards.
- Build and maintain positive relationships with stakeholders, including businesses, civil society, Indigenous Peoples, and technical experts.

### ***Continuous Improvement***

- Track activities to ensure the standards revision process complies with ASI procedures and the ISEAL Code of Good Practice.
- Identify opportunities to strengthen clarity, usability, and impact of standards-related documents.
- Share knowledge and lessons learned across the team to support organisational improvement.

### **Desired skills and experience**

#### *Qualifications:*

- A Bachelor's or Master's degree in sustainability, environmental science, or a closely related field (or comparable work experience).

#### *Experience:*

- Typically requires 4-5 years of relevant professional roles (or comparable experience) in the sustainability, standards development, and/or mining/extractives sector.
- Demonstrated project coordination skills, with superb attention to detail.
- Ability to juggle multiple priorities, organise own work, and deliver with high quality against tight timelines.
- Clear written and verbal communication
- Experience working with multi-stakeholder projects or groups; especially in an international setting.
- Ability to work effectively in a remote, globally distributed team environment, including self-motivation, proactive communication, and use of digital collaboration tools (i.e. Teams, SharePoint)
- Desired: experience in standards development, standards implementation and/or assurance
- Desired: knowledge of relevant content areas covered by the ASI standards, either climate, nature/ biodiversity, land/use deforestation, community engagement and/or Indigenous rights, workers' rights, or supply chain traceability/ chain of custody / due diligence
- Desired: aluminium industry experience

### **How to Apply**

- Resume (no more than 2 pages, no photos)
- Cover letter (no more than 2 pages) which addresses how your education, experience, and motivation align with the position. Please indicate your starting date availability and where you learned about the position

## Start date

We hope to conclude the recruitment process to enable the successful candidate to commence in late 2025, with some flexibility for the right candidate.

Important to note:

- This is a **fully remote, home-based role, with occasional travel**. The candidate will need to attend a 4-5 day in-person meeting of the ASI Standards Committee in 2026 (estimated late April – late May 2026)
- All candidates must have authorisation to work in their designated home country.
- Preliminary interviews will be conducted by phone or web-based conferencing. Short-listed candidates will also be asked to provide the names and contact details of two professional references. Incomplete applications will not be considered.
- The offer is also subject to satisfactory pre-employment checks.
- The salary will take into account experience, location, and benefits required by law in the candidate's location, such as pension and leave allowances.

*ASI is an equal opportunity employer, committed to being inclusive in our work and decision-making process and where diversity is valued.*

*If you have accessibility requirements or require additional support to participate in our recruitment and selection process, please contact [hr@aluminium-stewardship.org](mailto:hr@aluminium-stewardship.org)*