



**RSB**  
Roundtable on  
Sustainable Biomaterials  
[www.rsb.org](http://www.rsb.org)

## ROUNDTABLE ON SUSTAINABLE BIOMATERIALS

WE'RE HIRING:

### Membership & Events Officer

**Position type:** Full-time

**Location:** Home-office based, in South Africa or Europe

**Start:** Q1 2023

**Deadline for Applications:** 30 November 2022

## Are you ready to join a team of passionate, energised, and supportive individuals dedicated to the transformation to a sustainable, biobased and circular economy?

The Roundtable on Sustainable Biomaterials (RSB) Association seeks a highly motivated person to join our organisation as **Membership & Events Officer**, an ideal position for an individual interested in furthering an international career in an organisation focused on sustainability and industry transformation. This position will play a key role in the ongoing development and management of our large, multi-stakeholder community of members.

### About RSB's Membership Community

RSB is a global multi-stakeholder association of [members](#) from across industry, government, civil society and academia. These members are active in the governance of RSB – electing our Board of Directors and delegates to our highest decision-making group (the RSB Assembly of Delegates) – and the ongoing development of the [sustainability framework](#) and standards for which RSB is globally recognised – all this to accelerate to transition to a sustainable and circular bioeconomy.

This position will support RSB to continue to support and bring value to our members:

- Growing our offering to the RSB membership community
- Supporting the development and management of global events
- Ensuring our value as a trusted partner for the development of circular bioeconomy is articulated across all platforms
- Engaging stakeholders to support them to access the significant opportunities offered by their membership

This role in a rapidly growing organisation offers opportunities for career advancement and development of expertise in both community and event management, and the circular bioeconomy.

### About Us

We are a small and dedicated team of committed professionals working on a global scale to develop solutions to some of the world's biggest challenges. We are a remote team, situated in many countries around the world, with a strong, collaborative and fun working environment fostering professional development and a healthy work-life balance. Our team allows for individual autonomy and the opportunity to engage with a full spectrum of roles within the diverse range of organisations in our stakeholder base.

The RSB is a global, multi-stakeholder organisation dedicated to driving the truly sustainable development of the bioeconomy – based on our best-in-class sustainability Standard. We are frequently noted as industry leaders in navigating the complexities of supply chain sustainability and take pride in applying our robust sustainability framework in diverse sectors including aviation, chemicals, materials and shipping, among others. For more information, visit [www.rsb.org](http://www.rsb.org)

## Your Role

As Membership & Events Officer, you will work closely with RSB's Outreach & Engagement Director to support RSB's membership community via streamlined and effective communications tools and strategies, global event engagement, and an effective foundation of databases, structures and workflows. You will:

- Support the design, development, rollout, and administration of a new membership engagement tool (community management software) to manage aspects of the RSB membership experience including applications, communication, networking, working groups, and events.
- Work with RSB's Outreach & Engagement Director and Marketing & Communications Officer to design and deliver effective communications to RSB members and prospects across all platforms (website, social, guides, events).
- Work with RSB's Finance & Administration Manager to enhance membership workflows and communications relating to onboarding and billing, and to continuously develop and manage member databases and mailing lists.
- Plan logistics for RSB events globally – both virtual and in-person – to support the RSB team to deliver engaging, insightful, and impactful events to RSB members and our broader stakeholder community.
- Support reporting on and forecasting membership growth and engagement.

## About You

This is what RSB expects from you:

- Degree and a minimum of 2 years relevant experience in community association management, stakeholder engagement, event management, communications, and/or managing multi-stakeholder membership communities, ideally in the bio-based and circular economy sector.
- Strong understanding of key global sustainability trends.
- Confident communicator comfortable managing the needs and expectations of senior-level stakeholders.
- Proficient and experienced with event management tools, virtual webinar platforms including Zoom and Teams, and registration software such as Eventbrite – and managing physical event logistics (venue, AV, catering, registrations, etc.).
- Self-starter with a hands-on mentality and experience engaging stakeholders at all levels.
- Work for a sustainability organisation energises you and you are dedicated to RSB's mission to enable a sustainable bio-based and circular economy.
- Organisational talent who loves to work independently in a thorough and structured manner, with excellent attention to detail.
- You have a positive mindset, can-do attitude, and find creative and pragmatic solutions.
- Great attention to detail and strong planning and forward-thinking capabilities.

- You inspire and motivate colleagues and external stakeholders with your open, likeable manner.
- Familiar with MS Office 365 tools and Salesforce and confident to use other digital tools.
- Excellent and fluent written and verbal communications skills in English and the ability to collect data and prepare professional and accurate presentation materials.
- Able and willing to travel internationally.

## Why work with RSB

Join a small, dedicated, and multicultural team of professionals committed to building a brighter future for people and planet.

### Our Benefits

- Competitive salary
- Excellent holiday provision: 30 days annual vacation, plus 12 public holidays
- Flexible working hours
- Remote working (home-office) with periodic in-person team meetings
- Professional development opportunities
- Travel opportunities

### Important Information

- **Location:** Home office-based, with occasional regional and global travel for meetings
- **Full-time, independent contractor**
- **Start Date:** As soon as possible in Q1 2023
- **Duration:** Initial 2-year contract with possibility for extension or a permanent contract

## How To Apply

1. Provide a **Cover Letter**, not to exceed one page, describing why you want to work with us and why you are the right fit.
2. Provide your **CV**, not to exceed two pages.
3. Send your application to RSB's Finance & Administration Manager Sam Hansen via [sam.hansen@rsb.org](mailto:sam.hansen@rsb.org), with the subject: "RSB Membership & Events Officer" no later than 30 November 2022.