

Quality Associate

Location: UK, Spain, the Netherlands, Germany

Job Purpose and Background:

The Science Based Targets (SBTi) initiative is looking for a **Quality Associate** who has experience in international voluntary sustainability standard-setting and assurance organizations. The Quality Associate supports the Quality Team in planning, delivering, and achieving their annual work plan and projects and is vital in supporting detailed documentation management and task coordination. They also exemplify respectful behavior, open communication, and integrity, embodying SBTi's values and supporting a positive, healthy work culture.

The Technical Department leads the development and maintenance of the key resources within the initiative to enable the adoption of climate targets in line with the best available science and following best practices for standard-setting organizations.

The Quality Team, as part of the Technical Department, is responsible for ensuring all normative outputs are following and complying with the Standard Operating Procedure (SOP) for the Development of SBTi Standards and international best practices for Standard-setting.

As the **Quality Associate** the position will focus on the:

- Developing and implementing document control procedures and systems
- Maintaining and supporting teams on the use of the TD Quality Team's resources (e.g. Handbook, Quality Manual, templates, software)
- Implementation and use of different platforms and software Asana, Ziflow, GSuite, and other technology
- Supporting the Quality Managers in conducting quality and process evaluations

This position will report to the Head of Quality or the Quality Manager.

This role plays an important part in achieving:

- Alignment to best practices in Quality Management (e.g. ISO9001) and International Standards and Assurance systems best practices (e.g. ISEAL Alliance code of good practice).
- Increased efficiencies and quality of processes using software, technology, and tools
- Impeccable record-keeping and oversight of processes, procedures and approvals
- Strong staff understanding and delivery of quality projects
- Risk management and mitigation

You are a great fit for this role if you:

The ideal candidate has worked for international voluntary sustainability standard-setting and assurance organizations, showcasing adeptness in overseeing processes and supporting project management activities. Strong organizational, communication, and coordination skills, coupled with an understanding of standard-setting processes are crucial to effectively managing collaboration across teams. As happy working independently on the details of implementing concentrated process work, and training, presenting, and supporting across teams to support improvements in

quality processes. Experience in data management, document control, and conducting internal audits/evaluations, as well as a passion for climate action/sustainability is also highly valued.

About the SBTi:

The SBTi is a global body enabling businesses to set ambitious emissions reduction targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org

Key responsibilities include:

- Assists in developing and managing the annual quality work plan, including timelines and milestones. The experience of Asana is valued.
- Monitors and reports on progress, ensuring adherence to schedules and goals.
- Assist in the preparation, coordination, and facilitation of meetings, workshops, and consultations.
- Maintains up-to-date documentation and administration, including minutes, reports, and progress updates. Ensures accuracy of information and structure, and easy access.
- Supports the development and maintenance of project-related documentation in line with internal guidelines and best practices.
- Assists in ensuring that all project activities adhere to the organization's standards, policies, and procedures.
- Supports the quality assurance process by assisting in reviews and evaluations of deliverables.
- Assists in setting up Quality Management System and required IT support, including document control procedures, software/database management, and Asana planning.
- Ensures efficient management of internal quality queries to the Quality Team via the ticketing system.
- Role model's respectful behavior, open communication, and integrity as vital pillars of SBTi's culture.

Essential skills and experience needed:

- Bachelor's or master's degree in a related field (Business, Project Management, Science, Engineering, Sustainability, etc.)
- 2-3 years of relevant experience in an administrative or project management role, ideally within a quality team
- Proficiency in project management tools (e.g., Asana, Slack, Google Workspace, or similar).
- Experience in a standard-setting organization or related experience (e.g. certification, assurance body).
- Strong interpersonal skills to foster collaboration in an international and multicultural remote work environment
- Strong attention to deadlines and guidelines
- Strong written and verbal communication skills (English)
- Strong organizational abilities and attention to detail.

Important information before you apply.

- This is a full-time role based in the UK, Spain, the Netherlands, and Germany.
- The salary for this role will depend on location and experience level.
- This role is a fixed-term contract for 12 months with the possibility of extension.
- This role holds a maximum 6-month probationary period, depending on country legislation.
- Interested candidates should be legally allowed to work in the specified countries and already be visa holders. **The SBTi cannot sponsor working visas.**

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action.
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team.
- Training and development.
- 30 days of time off, plus your Country's bank holidays.

If you are interested, please apply [here](#).

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.