Programmes Intern

Location: Remote, opportunity for London-based candidates to come to the office one day/ per week in London, UK
Duration: 3 months fixed-term — start date as soon as possible after 20 August. Full time.
Department: Programmes Team (includes Standards, Assurance, Chain of Custody, Claims, Monitoring & Evaluation, Learning Management)
Level: Entry-Level
Salary: UK Living Wage (and if London-based, London Living Wage)
Deadline: 19 August, 9 am (BST). *Applications are reviewed and shortlisted on a rolling basis. We reserve the right to interview, appoint and close adverts early due to the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment.*

About Us

ResponsibleSteel is an international, non-profit, multi-stakeholder membership organisation. Businesses from every part of the steel supply chain, civil society groups, associations, and other organisations with an interest in a sustainable steel industry from anywhere in the world are welcome to join.

ResponsibleSteel's purpose is to maximise steel's contribution to a sustainable society. Its mission is to be a driving force in the socially and environmentally responsible production of net-zero steel, globally, by:

- Providing a multi-stakeholder forum to build trust and achieve consensus
- Developing standards, certification and related tools
- Driving positive change through the recognition and use of responsible steel.

The ResponsibleSteel International Production Standard is designed to support the responsible sourcing and production of steel, as a tool for achieving ResponsibleSteel's vision. This role represents part of our commitment to leveraging data-driven insights to improve our systems and services and to continually improve our Standards.

For further information, please see www.responsiblesteel.org.

Role Overview

The role offers the opportunity to work within a dynamic, talented and growing team, engaging with global stakeholders in one of the most critical sectors in our time. Steel is essential to support the global transition, yet its production is responsible for 7-8% of global energy-related emissions. The Programmes team works across all components of a global sustainability standards system, and on all steel-related sustainability issues, so the candidate will gain experience in various areas which could help inform next steps for a career.

The role comprises two main areas – data & system improvements, and support with the revision of our International Production Standard. The successful candidate will work at the intersection of data operations and systems design. They will support our Programmes team by cleaning, structuring, and inputting data, while also exploring how data flows through our systems and contributing ideas for scalable architecture. In addition, they will also gain insights on how multi-stakeholder dialogues are run to agree good practice, predominantly by providing support on the consultation to revise the Production Standard.

Role Specifics

Assurance Data Tracking, Integrity & Reporting:

- Enhance dashboards for assurance metrics and the development of an improved audits register in Monday.com.
- Support with the preparation of the system for regular internal pipeline and status reports (monthly, quarterly, yearly).
- Perform data integrity checks to ensure consistency and completeness across assurance records.

Auditor & Certification Body (CB) Management:

- Improve existing auditor register structure and functionality
- Improve existing Certification Body register to improve monitoring of CB performance, availability and contact details

Insights & Decision Support:

- Consolidate audit findings and analyse non-conformity logs to identify trends, root causes, and improvement areas to inform the standard review and revision process, and other current scheme documents.

Process Improvement & Automation:

- Explore and propose automations across relevant registers and boards.

- Collaborate with the team and external consultant to improve validation rules, input consistency, and error reduction in assurance data systems.
- Contribute to digitalisation efforts, including form optimisation and system workflows linked to the assurance manual.
- Create and maintain a Data Dictionary for assurance-related datasets, including definitions, formats, data sources, owners, and validation rules.

Standard Revision Support:

- Organise online working group meetings via MS Teams or Zoom.
- Distribute information related to the standard revision to internal and external stakeholders.
- Support with preparing meeting outcome documents
- Assist with the preparation of slide decks, documents and reports.

Other team support as needed and as appropriate.

Skills & Qualifications

Required:

- Strong attention to detail
- Demonstrated excellence in organisational skills
- Proficiency in Microsoft Excel and other Microsoft applications
- Interest in systems thinking and data flows
- Demonstrated excellence in written and verbal communication skills
- Ability and interest in learning new technical tools and methods (e.g. automations, data validation)
- Interest in and commitment to sustainability

Desirable:

- Proficiency in project management software tools, e.g. Monday.com or Asana
- Experience with data analysis and visualization tools (e.g. Tableau, Power BI, etc).
- Familiarity with basic data cleaning, structuring, or reporting processes is a plus.

What You'll Learn

- Effective working within and across global teams and within a membership organisation
- Stakeholder engagement experiences – good practices, engagement design
- Real-world experience with managing data system improvements within an operational organisation and across different teams
- Practical use of tools across the modern data stack
- How a global, multi-stakeholder sustainability standards system works
- The steel industry and its global strategic importance

Compensation & Benefits

- Paid – UK Living Wage or if based in London, London Living Wage
- Opportunity to work in a fast-paced, global organisation working to address the impacts of one of the world's most significant industries, learn about the various companies, organisations and initiatives working to decrease the impacts of steel production.
- Opportunity to learn new skills and systems. Training will mainly 'on the job' and many self-directed resources are available.

How to Apply

Please complete **the application form** by the closing date listed above.

This includes entering your relevant details and submitting your CV. In addition, you will be asked to provide answers to the following questions to help us evaluate the applications, including any relevant projects or coursework related to data or systems thinking:

1. What is your motivation for applying for this role? (150 words maximum)
2. Considering our standards and assurance process, what excites you about the data analysis potential? (150 words maximum)
3. Give an example of a time when you have used data and data analysis for decision-making. How did you approach it and what did you learn? (250 words maximum)
4. What approach would you take to organising an online working group meeting, including all key steps from start to finish? Please give an example where you have done a similar task (personally or professionally). (250 words maximum)

Hiring Statement

ResponsibleSteel is committed to building a diverse and inclusive team. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic and rewarding and enables each of us to realise our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, colour, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.