

Job Description

Standards & Assurance Assistant

Location: Candidates based in the UK strongly preferred – role is largely remote, with regular weekly co-working in London encouraged (one day per week).

Reports to: Head of Standards & Assurance (interim Assurance and Impacts Analyst)

Direct reports: None

Hours per week: Full-time, with occasional flexibility required for international calls/events

Type of contract: One-year contract, possibility for extension subject to funding

Deadline: 9 am GMT on 30 March. Applications will be reviewed as received, so please apply as soon as possible.

Start date: As soon as possible

Role Summary

The Standards & Assurance Assistant supports the ResponsibleSteel Programmes team in the delivery and implementation of ResponsibleSteel's standards and assurance systems.

This role contributes across several core areas of work, including supporting the revision of the ResponsibleSteel International Production Standard, supporting the certification and assurance pipeline, maintaining programme data and systems, and providing coordination support for meetings, consultations and stakeholder processes.

A significant part of the role focuses on maintaining accurate programme data, supporting the organisation and digitalisation of assurance processes, and ensuring that standards and certification information is well organised and accessible.

The role is intentionally multi-faceted. The Assistant will work across a wide range of programme activities and support different members of the Programmes team, gaining exposure to how sustainability standards, certification systems and multi-stakeholder initiatives operate in practice.

The role is suited to early-career professionals with approximately 1–2 years of relevant experience, or postgraduate-level candidates with demonstrated practical experience through work, internships, or leadership roles during their studies.

The Standards & Assurance Assistant works as part of the Programmes team, which is responsible for the technical components of ResponsibleSteel's standards system.

ResponsibleSteel

ResponsibleSteel is a not-for-profit multi-stakeholder membership organisation founded to bring together industry along the steel value chain, civil society and other experts to maximise steel's contribution to a sustainable future. To date 13% of global steel production capacity falls within membership and we continue to grow.

Through the collaborative development of our international standard, we have built a consensus on what sustainability looks like for steel – including the impacts of mining, production, the scrap metal supply chain, greenhouse gas emissions, water use, workers' rights, human rights, and biodiversity.

Steel sites producing over 140 million tonnes of steel, representing approximately 6.4% of global production, and employing over 250,000 workers are already certified against our Standard, with a large pipeline of sites across the world preparing for audit. We currently have over 160 members from across the steel industry and throughout the world.

Our values

At ResponsibleSteel we work in a way that is underpinned by our common values:

Respect: Working together to deliver impact with passion and mutual trust, valuing our time and allowing ourselves the space to reflect, rest and recharge.

Integrity: Saying what we do and doing what we say, taking responsibility for our own actions even when no one is looking, learning and growing as we go.

Transparency: Communicating clearly, honestly and openly in a timely manner in all we do.

Collaboration: Engaging with those affected, listening to understand, and co-creating bold strategies to deliver greater impact.

Responsibilities

Working within the Programmes team, you will be responsible for multiple important areas of work within ResponsibleSteel, including:

Standards Revision Support ~ 30%

- Support the ongoing revision of the ResponsibleSteel Production Standard and related documents
- Assist with organising technical working groups, consultations and other stakeholder meetings
- Prepare meeting materials, agendas and background documents
- Take meeting notes and track actions and follow-up items
- Assist with organising consultation inputs and maintaining document version control
- Support preparation of committee papers and updates for internal governance bodies

Assurance Pipeline & Systems ~ 30%

- Support the day-to-day administration of the ResponsibleSteel certification and assurance pipeline
- Maintain and update records of certified sites, audits and certification status
- Support data entry and tracking of certification information
- Assist with preparing audit summaries and certification information for publication
- Support improvements to assurance systems, including the organisation and digitalisation of assurance processes and records
- Update the ResponsibleSteel website with relevant certification and audit information

Data Administration & Programme Tracking ~ 30%

- Maintain internal trackers and databases used to monitor standards development and certification activities
- Ensure programme data is accurate, consistent and well organised
- Support preparation of internal summaries, dashboards and reports for programme management
- Assist with basic analysis of programme data to support internal decision-making and reporting
- Maintain organised records of programme documentation and supporting materials

Team & Stakeholder Support ~ 10%

- Provide general coordination and administrative support to the Programmes team
- Support organisation of workshops, webinars and stakeholder convenings
- Assist with logistics, scheduling and documentation for meetings and events
- Support programme work related to collaboration and interoperability with other sustainability initiatives and standards systems

Qualifications, Experience and Skills

Professional Experience

- Undergraduate degree (or equivalent) in sustainability, environmental policy, development, governance, law, economics, engineering, or a related field

- Approximately 1–2 years of relevant professional experience, or a postgraduate qualification with demonstrated practical experience through research, internships, or leadership roles during studies
- Experience organising meetings, events, or group activities and ensuring follow-up actions are completed
- Experience preparing structured documents such as meeting notes, briefings or reports
- Strong working knowledge of MS Office, particularly Excel, Word and PowerPoint
- Demonstrated interest in sustainability, responsible supply chains or ESG topics

Desirable Experience

- Experience working with voluntary sustainability standards, certification systems or multi-stakeholder initiatives
- Experience managing or maintaining structured datasets or trackers
- Familiarity with ESG, climate, responsible sourcing or supply chain sustainability topics
- Experience supporting research, policy or sustainability projects

Competencies & Skills

- Strong organisational skills and attention to detail
- Ability to maintain accurate records and manage structured information
- Structured and methodical approach to tasks and documentation
- Clear written communication, including accurate meeting notes and summaries
- Ability to manage multiple tasks and priorities simultaneously
- Collaborative and stakeholder-oriented approach
- Ability to work independently while contributing effectively within a small global team
- Curiosity, initiative and willingness to learn

To Apply

Please submit your application via [this form](#). The form asks for general application information. Instead of a cover letter, applicants are asked to complete questions that allow them to share details of their experience related to the role.

Please note that you must have authorisation to work in the UK.

Benefits

Benefits and compensation are competitive with local prevailing employment practices.

ResponsibleSteel Secretariat members receive generous holiday allowance, a flexible approach to working hours and location, equipment stipends to ensure they are well-equipped wherever they may be working, and paid sickness and emergency leave.

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.