CERTIFICATION COORDINATOR

LOCATION: This position is likely to be fully home-based.

SALARY: £35-40k depending on experience

STARTING DATE: As soon as possible.

CLOSING DATE FOR VACANCY: 12 May 2021

ABOUT AWS

AWS is a global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. Our members include businesses, NGOs and public sector organisations. Members contribute to the sustainability of local water resources through the adoption and promotion of a universal framework for the sustainable use of water – the International Water Stewardship Standard, or AWS Standard – that drives, recognises, and rewards good water stewardship.

The AWS Standard provides a globally applicable framework for water users to understand their water use and impacts, and to work collaboratively and transparently for sustainable water management within a catchment context. The AWS Standard System includes independent certification and a network of accredited professional service providers to support and assess the implementation of the Standard.

The AWS Standard System is overseen by a multi-stakeholder governance structure and fuelled by information from members, partners, and a growing number of local water stewardship networks, coordinated by our regional partners and representatives. Knowledge and learning are fundamental to both our ambitions for growth and the integrity of the AWS System. By connecting organisations at the forefront of collaboration on water, AWS facilitates the exchange of knowledge to advance the uptake of water stewardship worldwide.

Although still relatively young, AWS is a rapidly growing organisation. Our highly motivated team is dispersed across several countries.

A recent board decision approved significant changes to modernize our approach to our assurance model. As a result, we will be setting up a new mission-driven organisation to be the sole conformity assessment body for the AWS System. We are seeking an experienced professional to join our team as Certification Coordinator to support us in this exciting transition and operation of this new entity.

ABOUT THE ROLE

As Certification Coordinator you will be supporting the Certification Team in all aspects related to the coordination of the AWS certification programme. In this role you will be responsible for ensuring timely delivery of high quality and robust auditing and certification services for a pool of clients.

This role will involve the coordination of audits, including audit planning, quality review of audit reports, following up on findings and preparing certification decisions. Conducting audits (onsite or remotely) as part of an audit team will also be a part of the role.

You will support the team in developing, coordinating and delivering the training programme for auditors, and you will carry out competence management activities such as auditor evaluation and monitoring.

Further to the above you will be involved in the development and continuous improvement of policies, procedures and templates necessary for a successful implementation of the AWS certification program.

Effective working relationships with auditors, clients and other stakeholders will also be a crucial element of the role.

WHO YOU ARE AND WHAT YOU'LL DO

You're an experienced professional in auditing and certification
- You have a minimum of 3 years' experience in auditing and certification, preferably with the AWS Standard scheme or other sustainability standard schemes.
- You will be coordinating all aspects of the audit process. This will include planning of audits, performing evaluations of audit reports and ensuring a high quality and consistency of audits, providing guidance to auditors and clients, answering certification-related questions and ensuring adherence to the certification requirements.
- You will conduct evaluations as part of the competence and quality management programme.
- You will also carry out auditing activities (onsite and remotely) as part of an audit team.

You are tech-savvy and a data geek
- New technology excites you and you find it easy to understand and work with new IT tools. You also have a high level of attention to detail in the management of data.
- You will ensure that the IT platform is running smoothly and is kept up-to-date with the most recent and accurate data from your pool of clients.

You're a collaborator
- You are naturally collaborative and comfortable working across multiple time zones with diverse clients, auditors and other stakeholders.
- You will recognize the high level of interdependencies across our program of work and promote coordination and mutual support across the team.

You're passionate about global sustainability issues
- You have an enthusiasm for social and environmental issues that is demonstrated through knowledge and experience, ideally with a substantial knowledge of water issues. You have a desire to see positive social, economic, cultural, and environmental impacts from committed organisations and understand and relate to different cultures and their developmental challenges.

- You will inject this passion into your work and contribute to the promoting a culture of learning, sharing and support in AWS.

WHAT YOU'LL NEED TO SUCCEED
- A minimum of 3 years' experience in an auditing and certification role.
- Experience and qualification as an auditor for sustainability standards would be considered an asset.
- Degree or equivalent in a relevant discipline (e.g., hydrology, environmental science, agriculture, forestry or similar).
- Working knowledge of ISO 17065 and ISEAL Alliance Codes considered an asset
- Solid understanding of approaches to sustainability and natural resource or environmental management (experience in water management would carry additional weight).
- Ability to communicate effectively with external and internal stakeholders.
- Excellent administrative capabilities with a high level of attention to detail.
- Fluency in written and spoken English. Other language skill (Mandarin, Spanish, Russian, Arabic, or other) would be considered an asset.
- The ability to travel internationally as required for the role.

HOW TO APPLY

If you think you might be right for this job, and this job might be right for you, please send an email marked "VACANCY: CERTIFICATION COORDINATOR" to gail@a4ws.org. Your email should include the following attachments:

- A covering letter explaining why you are interested in the position and demonstrating how you meet the person specification.
- Your current CV with email addresses and telephone numbers of two referees.
- An indication of when you would be available to take on the role, if selected.

Closing date for applications is 12 May, 2021.

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

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AWS is registered as a Scottish Charitable Incorporated Organisation (SC045894)