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| Job Title: | Certification Scheme Manager | | Job Category: | * Administration * Policy & Regulation * Management |
| Department/Group: |  | | Job Code/ Req#: |  |
| Location: | London/remote | | Travel Required: |  |
| Level/Salary Range: | £23-25K | | Position Type: | Full time |
| HR Contact: | Carolyn Annesly | | Date posted: | 27/01/2021 |
| Will Train Applicant(s): | L&D available where applicable | | Posting Expires: | 27/02/2021 |
| Applications Accepted By: | | | | |
| Nicola Steele  Email: [carolyn.annesly@weareorchard.com](mailto:carolyn.annesly@weareorchard.com) | | **Current Office Address:**  We Are Orchard Limited  Sustainable Bankside II  25 Lavington Street  London  SE1 9HZ | | |
| Job Description | | | | |
| Who we are  We are a group of dynamic and passionate people active within the circular economy industry, located in central London, just a stone’s throw from the lively Southbank and its foodie and cultural surroundings (currently working remotely). We are a small business with a big impact, working effectively to build key stakeholder relations and leverage the membership of the associations we manage.  Orchard’s Mission  We are Orchard is a management agency for associations that actively contribute to the development of an environmentally friendly circular economy.  Our mission is to ensure we can live on this planet sustainably. In order to achieve this, we need to effect change much faster than we are now. Focusing exclusively on industries that will help meet this objective, notably anaerobic digestion, biogas and cleantech, we provide management support to organisations that drive those game-changing sectors forward.  We assist our clients in communicating their sector’s value, winning government support, accessing new markets, attracting investment and amplifying their R&D programs. We offer strategic advice, a full range of management services (policy, market analysis, membership, events, publications, sales, marketing, PR and finance) and practical support to enable our partners to be as effective as possible.  Our current clients are the Anaerobic Digestion and Bioresources Association (ADBA) and the World Biogas Association (WBA). Additionally, We Are Orchard manages the annual cleantech investment event Cleantech Innovate and the administrative operations of Green Gas Trading Limited (GGT). | | | | |
| Who we are looking for  We are looking for a dedicated, and autonomous, professional to manage the Biomethane Certification Scheme (BMCS) for GGT. The individual will help build the membership, and recognition, of the scheme and ensure that it remains up to date from a regulatory and policy perspective. The professional will also support the Anaerobic Digestion and Bioresources Association (ADBA) and the World Biogas Association (WBA) where work overlaps regarding biomethane regulation and policy.  You will have:   * Relevant analytical experience from degree or education in subjects such as economics, social research, mathematics, engineering, science, geography or environmental sciences * Demonstrable commitment, and understanding, of sustainability, renewable energy and/or the green economy * Strong understanding of the policy development process * Effective at communicating to influence stakeholders using evidence and quick thinking to make a strong argument and tailor communications to a variety of stakeholders with different viewpoints * Analytical thinker with experience conducting quantitative and qualitative analysis * Evidenced experience of building strong stakeholder relations * Ability to work independently and drive results * Ability to manage competing priorities and deliver high quality work to deadline * Effective project management skills and be highly organised * Ability to think strategically and set out a long-term work plan that is focused and deliverable * Direct experience in presenting complex policy to multiple audiences (desirable) | | | | |
| What you will be doing  You will be responsible for the administration of the Biomethane Certification Scheme for GGT, working closely with members, government and industry stakeholders; international organisations; including relevant producer, trader, and end-consumer members of the BMCS.  You will be required to understand the existing scheme, policy and regulatory environment, the position of the market, and how best to communicate the importance of upcoming changes for green gas to the Scheme’s membership and wider industry. You will be responsible for informing management on developments in the industry, regulatory changes and the policy direction of GGT, delivering a range of high-quality, concise policy and market information updates for members, and holding meetings to engage with members and influence key stakeholders.  Your key responsibilities will be:   * the verification, issuance, transfer, and notification of biomethane certificates; * keeping up to date on applicable regulatory and policy changes affecting the BMCS, and making recommendations to management on any changes that might be necessary to the Scheme Rules; * generating quarterly reports on the scheme to management and the membership; * engaging current and potential members to support their requirements and assist them in joining the platform; * to make website and registry platform updates as and when required; * researching and generating evidence that can be used to inform Government policy of biomethane consumption, trading, and production; * to develop GGT’s key messages and formulate the company positions on key biomethane policy, regulation, and wider topics that can then be used to inform both internal and external stakeholders; * to ensure awareness of not only national but European, and global policy in energy certificates; and, * to establish members groups so they, and GGT, are on the pulse of the industry, knowing the latest issues and can have high-level discussions with government and trade associations.   Please send your CV and covering letter to [Nicola.steele@weareorchard.com](mailto:Nicola.steele@weareorchard.com) setting out how you meet the requirements of the post, most relevant experience, and why you want to join our team. We are an equal opportunities employer. | | | | |