

Senior Editor GRI

Acre is supporting GRI in the recruitment of a Senior Editor within the Standards Division to work either hybrid from the Amsterdam area or remotely (+/-2 hours CET).

GRI (Global Reporting Initiative) is an independent, international organization that helps organizations with transparency. They do this through the creation of a global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision-making around those impacts.

The Role

As the Senior Editor, you will lead the team of writer-editors within the Standards Editorial and Publishing team. The team is responsible for producing clear and accurate content about various sustainability topics and consistent application of the GRI Standards terminology [consistency across the set]. The writer-editors work closely together with the project teams who engage with leading expertise on various topics in revising and developing new GRI Standards. The team is also requested to review text written by others who are often non-native English speakers.

The Senior Editor keeps an overview of all projects, and their responsibilities further include budgeting and resource planning, liaising with project managers and allocating resources to projects, monitoring deadlines, and managing workloads.

Responsibilities include:

- Write, edit, and proofread technical content of the GRI Standards and other technical publications for clarity and consistency
- Manage a team of writers that supports the development and production of sustainability standards by writing, editing, and proofreading technical content
- Collaborate with cross-functional teams, including project teams, communications, and technical teams, to ensure the accuracy and coherence of content
- Manage work processes and drive innovation for improving the team and content
- Work with project teams on plans and assign tasks to writers and editors
- Manage production schedules and ensure that writers and editors meet their deadlines
- Manage the individual performance of writers in line with the overall organizational goals
- Develop an understanding of sustainability, including reporting best practices, language, and trends
- Develop and maintain internal style guides, templates, and term bases
- Ensure that publications are compliant with relevant style guides
- Hire, coach, and supervise in-house writer/editor team and freelance contributors
- Provide training and support to the GRI staff on GRI Standards terminology and style
- Manage other ancillary writing tasks, such as the GSSB meeting summaries

Key competencies / Requirements:

- Bachelor's degree in journalism, communications, or related fields, or proven work experience
- Demonstratable experience of 5 years in editing sustainability/legal/technical/scientific content
- Strong writing and editing skills, with keen attention to detail
- Familiarity with sustainability reporting and ESG, familiarity with GRI and SASB standards is an advantage
- Experience developing and managing a house style
- Experience working with cross-functional teams and managing deadlines
- Native-level fluency in English, both written and spoken
- Strong project management skills
- Ability to work independently and think creatively
- Strong communication and people management skills with experience as a team leader
- Experience using a content management system

GRI offers

- Hybrid work or remote arrangement (within +/- 2 hours CET)
- Access to coworking office spaces globally
- 36 (or extra leave) vacation days per calendar year to a maximum of 43 paid time off including local public holidays
- Pension contribution of 8% gross yearly salary and €70 per month healthcare contribution, or according to local labor legislation
- Free access to the GRI Academy, the possibility to become a GRI-certified sustainability professional, and other personal development platforms; learning, development, and well-being platforms

About GRI

GRI (Global Reporting Initiative) is an independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. GRI does this through the creation of a global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision-making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 11 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

More than 10,000 organizations, including 78% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 25 years ago. In addition, GRI's standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

ACRE is supporting GRI in the hiring for this role. To apply, or for more information, please contact Declan Murphy at declan.murphy@acre.com.