BUSINESS IN THE COMMUNITY IRELAND

Business in the Community Ireland (BITCI) is pleased to invite applications for the position of **Sustainability Performance and Standards Manager** in BITCI's Responsible Business Team.

BITCI - Leaders in Sustainability and Social Inclusion. Our purpose is to inspire, challenge and facilitate businesses to bring about a sustainable, low carbon economy and an inclusive society where everyone thrives. We leverage our extensive network and depth of knowledge to guide businesses to embed all aspects of sustainability into their operations. Our programmes and partnerships are designed to bring about measurable improvements in environmental sustainability and social equity. www.bitc.ie

Purpose of the Role:
To represent, promote and provide strategic leadership of the Business Working Responsibly Mark (Mark) sustainability standard.
To ensure high-quality operational delivery of the Mark, managing the Mark Team and carrying out certification and recertification processes as needed.
To maintain and deploy in-depth knowledge of the wider landscape of Irish, EU and global sustainability standards, reporting frameworks, key regulations, and supporting tools and practices.

JOB SUMMARY

- *Contract Type: Permanent Hybrid, subject to 6-month probation period, 35 hours per week.*
- *Salary band F: €59,000 to €63,000 - depending on experience*
- *Minimum 8 years' experience in a sustainability-related role working with businesses or business advisory organizations.*
- *Strong knowledge of sustainability standards and reporting frameworks (ESRS, GRI, ISSB, EcoVadis, B Corp, ISO).*
- *Experience with auditing, certification processes, and organizational improvement.*
- *Strong understanding of sustainability reporting, governance, and regulatory requirements.*
- *Excellent project management, analytical, communication, and presentation skills.*
- *Ability to work independently, manage multiple priorities, and collaborate effectively.*
- *Proficient in Microsoft Office and committed to responsible use of AI tools.*

Please note that you must hold current eligibility to work in Ireland to be considered for the role.

See full job description below for further details

Benefits offered:

- Annual leave: 23 days annual leave per year pro rata, rising to 26 days after 1 year
- Company pension with 5% employer contribution
- Flexible/hybrid working practices
- Career growth – we want you to grow with us
- Access to our Employee Assistance Programme including unlimited free virtual GP visits
- Cycle to work scheme, including claiming back your mileage
- TaxSaver commuter scheme
- Supports to set-up home office and provision of all necessary IT infrastructure for hybrid working
- Volunteer days – we encourage you to give back to the community
- Sustainable Travel Leave – BITCI is the first-ever Irish company to implement Climate Perks
- Did we mention great colleagues?

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How to Apply:

To apply for this role please send your **CV** and **cover letter** via email to careers@bitc.ie by **noon on 19th October 2026 and** mark the Subject Line: **Sustainability Performance and Standards Manager**

Applicants may be contacted before the closing date for an initial conversation. Formal interviews will be held at our office in Dublin.

We look forward to receiving your application.

Business in the Community Ireland is committed to creating a diverse environment and is proud to be an inclusive employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or socio- economic status.

Note: Applicants who anticipate needing special assistance for any part of the application process may contact, in confidence, infohr@bitc.ie

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JOB DESCRIPTION

The role of the **Sustainability Performance and Standards Manager** is to provide management, strategic oversight, expertise and operational delivery for the Business Working Responsibly Mark and BITCI's wider Governance for Sustainability services. The Business Working Responsibly Mark is Ireland's only independently audited national standard for embedding organisational sustainability.

Core Responsibilities:

Overall responsibility for and full strategic and operational oversight of the Business Working Responsibly Mark, including:

- Maintain and evolve the Mark standard and processes as robust, accessible and current.
- Manage the Mark Team and ensure a high-quality experience for all companies undergoing the Mark process, from briefing through assessment, gap closure and pre-audit coaching, final audit and certification.
- Review and pursue a strategic development and growth strategy for the Mark, to include the specific medium-term aim of establishing the Mark as a valuable and recognised standard for medium-sized companies.
- Along with colleagues, work to ensure a strong pipeline of companies certifying and recertifying to the Mark.
- Convene and manage the Responsible Business Association as an advisory forum for evolving, supporting and critically challenging the Mark.
- Lead periodic major reviews of the Mark standard and process (next due in 2028).
- Ensure full compliance with legislation governing independently-verified certification schemes.
- Work with the BITCI Communications Team to ensure effective promotion of and communications related to the Mark.
- Maintain in-depth knowledge of the wider landscape of Irish, EU and global sustainability standards, reporting frameworks, relevant regulations, and supporting tools and practices.
- Sit on the National Standards Authority (NSAI)'s Governance, Sustainability & Risk Committee and any other relevant ISO based committees as opportunities arise. Own BITCI's relationship with the NSAI.
- Engage with BITCI's partner organisations including CSR Europe and the World Business Council for Sustainable Development (WBCSD), on matters related to sustainability standards, reporting, performance and governance.
- Build a bank of sources and resources to ensure BITCI keeps up to date with key regulatory developments at Irish and EU level. Produce a quarterly Regulatory Round-Up briefing for BITCI members.
- Build and engage with a wider stakeholder network, in and outside Ireland, for horizon-scanning and the exchange of insights and information.
- Use relationships, knowledge and insights to contribute to BITCI's wider member events and service delivery, particularly as related to sustainability standards, performance, reporting and governance. For example, through advice and consultation; design and delivery of workshops and masterclasses; facilitation of forums and working groups; creation of resources.
- Ensure that the work of the Mark informs and aligns with work across the wider Responsible Business Team.
- Line manage the Mark Team, and manage the work of any other Responsible Business colleagues who may (from time to time or on a split-role basis) work on Mark certifications and recertifications or other Mark-related tasks.
    - Ensure performance and delivery against agreed objectives and expected standards by Mark Team colleagues.

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    - Ensure effective support for and development of Mark Team colleagues.
- Promote BITCI and its expertise and services through external speaking opportunities, event attendance and networking, media engagement etc.
- Support the Head of Responsible Business and the CEO to run Leaders' Group and Sustainability Leadership Network events and projects.

Person Specification

Qualifications:

- In-depth expertise in and a thorough knowledge of sustainability standards and reporting frameworks, developed through third level education and through relevant experience within industry, consultancy or non-profit organisations.

Core Skills:

- Minimum of eight years' experience of working directly with business, or in business advisory organisations, in a sustainability-related role.
- Deep knowledge and experience of using recognised sustainability standards and ratings systems applicable to medium and large companies (ESRS, GRI, ISSB, Ecovadis, BCorp etc.)
- Experience preparing organisations for and/or auditing against management system-based standards, e.g. ISO 14001, ISO 37200.
- Experience managing clients and stakeholder relationships at a senior level.
- In-depth understanding of the trends informing corporate sustainability approaches and engagement with standards and certifications.
- Experience supporting change management or organisational improvement through coaching and/or design of upskilling interventions.
- Demonstrated experience of people/team management, collaborative working and delivery against organisational objectives.

Other skills:

- Ideally hold a postgraduate specialisation in sustainable business, accounting and sustainability, sustainability reporting, or related area.
- The ability to communicate effectively in written, visual and verbal formats. Experience with and interest in public speaking, external networking etc.
- In-depth expertise in one to two critical areas of corporate sustainability, for instance sustainable procurement, human rights, climate action.

Skills/ Personal Attributes:

- Ability to work on own initiative and as part of a small dynamic team with multiple tasks and deadlines.
- Collegiate, open and collaborative.
- Client-driven attitude and professional demeanour, with ability to influence appropriately.
- Attention to detail and high personal performance standards.
- Strong analytical skills with the ability to synthesize insights into actions and recommendations.
- Excellent presentation, facilitation, research and writing skills.
- Strong time management and project management skills.

- Fully conversant with the Microsoft Office suite, with an appreciation for responsible/ethical use of AI tools.
- Committed to the values of Business in the Community Ireland.

The above is not an exhaustive list of duties. Other ad-hoc duties may be assigned from time to time, in line with the overall organisational objectives of BITCI.