

Stakeholder Engagement Officer

Responsible Mining Foundation

As an independent research organisation, the Responsible Mining Foundation (RMF) encourages continuous improvement in responsible extractive value chains by developing tools and frameworks, sharing public-interest data, and enabling informed and constructive engagement between companies and other stakeholders.

In line with the UN Sustainable Development Goals, RMF's vision is that extractive value chains should benefit the economies, improve the lives of peoples, and respect the environments of producing countries - while allowing for companies and their investors to benefit in a fair and viable way.

The Foundation produces the biennial Responsible Mining Index (RMI) Reports: evidence-based assessment of large-scale mining companies' policies and practices on key economic, environmental, social and governance (EESG) issues. The latest edition, the [RMI Report 2020](#), covers 38 of the world's largest mining companies that together account for about 28% of global mining production. Other research products include, for example, regular editorial-style [Research Insights](#) on topical EESG issues, a recent report [Mining and the SDGs: a 2020 status update](#), a Mine Site Assessment Tool and ongoing studies on [Responsible Extractives Trading](#) and on the severe adverse impacts of mining.

Through its dedicated programme of Stakeholder Engagement, RMF proactively creates opportunities to leverage its research results, data and tools by supporting, collaborating and otherwise connecting with a wide range of stakeholder groups. The groups with whom RMF directly engages include for example, mining-affected communities, civil society organisations, labour unions, governments, investors, and companies. Engagement modalities range from long-term partnerships and project-based collaborations to constructive-yet-critical positions and capacity-building support. RMF's Stakeholder Engagement programme also leads on outreach, including web-based events, in-person workshops, media and social media, publications and newsletters.

Job Summary

The Stakeholder Engagement Officer position presents an exciting opportunity to work in a small dynamic team, playing a key role in RMF's impactful Stakeholder Engagement programme. The Stakeholder Engagement Officer is directly involved in, for example, continuing to build and animate RMF's extensive network of stakeholders; developing and supporting strategic engagement activities; curating engagement events; representing RMF in external forums; and authoring communications products based on RMF research. Important for RMF's inclusive engagement approach, all publications are produced in multiple languages (commonly 6 or 7 language versions). The position offers rewarding opportunities for direct engagement with all key stakeholders, from senior officials and company leadership to mining-affected community members and labour organisers.

Activities and Responsibility

- Contribute own ideas and insights to the strategic development of RMF's Stakeholder Engagement programme;
- Management of direct engagement with stakeholder groups, including project-based collaborations;

- Support for expanding and animating RMF's network of stakeholders including e.g. related initiatives, governments, investors, extractive companies, civil society and other key stakeholders (through collective and targeted engagement activities and including management of contact database);
- External representation of RMF (in meetings, conferences, online events, media briefings, etc.);
- Organisation and curation of engagement events (e.g. webinars, workshops, launch events);
- Support the use and maintenance of IT tools including RMF's digital platform and database;
- Authoring of communications products (articles, op-eds, press releases, etc.);
- Designing and delivering presentations (including PowerPoint).

Competencies

- Knowledge of the extractive industries and the broader extractive value chains;
- Knowledge and understanding of the stakeholder dynamics and geopolitical context of the extractives sector and the expectations of society regarding economic, environmental, social and governance issues;
- Demonstrated understanding of the role of stakeholder engagement in a development/action-research context;
- Hands on communications experience;
- Experienced as a public speaker/spokesperson;
- Inquiring and independent thinker who can convert complex data into useful explanatory concepts and compelling narratives with irreproachable robustness and impartiality;
- Strong organisational skills and appreciation of the need for attention to detail;
- Editorial judgment and proven ability to communicate research methodology and results clearly and concisely in both verbal and written form;
- Project management experience;
- Familiarity with the management of digital platforms/databases (knowledge of Wordpress, html, css, SQL, network and server maintenance);
- Accomplished cross-cultural & interpersonal competence;
- Ability to work effectively in teams in a collaborative and cooperative spirit;
- Fluent English, other languages are an advantage.

Qualifications

- Post-graduate degree in natural resources, environmental sciences, international development studies, internal relations or related field;
- At least 5 years of extractive-relevant experience in an academic, business or not-for-profit context;
- Proven skills in managing IT platforms/databases;
- Excellent Excel, PowerPoint and Word skills;
- Strong writing skills;

- Articulate in English – written and spoken at first language level; other languages a bonus;
- Travel: willing to do occasional international travel;
- Nationality/work status: qualify to work in Switzerland.

Work Environment and Location

This position offers the opportunity of international exposure in a fast-paced learning environment, while contributing to the conceptual and practical understanding of responsible practice within extractive value chains. RMF is based in the Geneva area, Switzerland.

How to Apply

A cover letter, resume, sample of writing and reference contact information are required to be considered for this position. Pre-employment background checks are a standard procedure. Send your application including a CV, motivational letter and writing sample (in one PDF file) addressed to administration@responsibleminingfoundation.org. The email subject line should read: Stakeholder Engagement Officer. Receipt of application will be confirmed. Only shortlisted candidates will be contacted for further interviews.

Deadline for applications: 15 January 2021.