

**Job Description**  
**Research and Communications Assistant for Certification Schemes**  
**Renewable Energy Assurance Ltd**

**Purpose of the post:**

The post-holder will work within the Certification Schemes team to support the administration of the Compost and Biofertiliser Certification Schemes, working principally in the areas of research and communications.

**Reporting arrangements for the post:**

The post-holder will report to the Head of Certification Schemes, Renewable Energy Assurance Ltd.

**Individual tasks to be carried out by the post-holder:**

General scheme administration and communications

1. Liaise closely with other members of the Certification Schemes team as well as with external stakeholders.
2. Take responsibility for external communications about the Schemes, including preparing and issuing newsletters, and updating the Schemes' websites.
3. Ensure that all contracts with Certification Bodies, Laboratories and others are up to date.
4. Manage the database for recording information about plants and products certified under the Schemes.
5. Organise and support Scheme-related workshops and events, including developing slides and taking minutes at Scheme related meetings.

Research project support

6. Carry out specific research projects as appropriate, including preparation of the content for the Annual Reports, as agreed with the Schemes Manager.
7. Monitor, analyse and comment on relevant legislation and standards.
8. Carry out other tasks as and when reasonably required to do so.

**25 May 2021**