

**Company: Leather Working Group Ltd.**

**Job Title: Traceability Associate**

**Location: Remote working with occasional travel to the office in Northampton**

**Reporting to: Traceability Project Manager**

### **About Leather Working Group:**



The global multistakeholder, [Leather Working Group \(LWG\)](https://www.leatherworkinggroup.com), is a member-led not-for-profit organization that is dedicated to driving excellence in the leather industry, minimizing the impact of leather production, and challenging industry perceptions, through a suite of tools and ESG certification. We have over 1,700 member companies and represent over 25% of the world's leather production. Discover more at [www.leatherworkinggroup.com](https://www.leatherworkinggroup.com)

### **Your motivations:**

Do you have an interest in **sustainability** and **traceability**? Do you want to be part of a **global not-for-profit** that drives change in the leather sector? Leather Working Group is a small organization with a big agenda. LWG has a global footprint and an employee eco-system that **thrives on input**.

### **Working for us:**

We need someone who can:

- Become an **integral part of our employee ecosystem**, contributing thoughts, and ideas towards running a world-leading not-for-profit organization, collectively driving positive change in the leather industry on a global scale
- Be **passionate** about LWG's focus areas; deforestation, traceability, animal welfare, environmental impact, chemical management, environmental auditing, and social responsibility
- Have the **professionalism** to work with major global players, including directors and CEOs, within LWG's membership, comprising of leather manufacturers, traders, brands, NGOs, and retailers
- Have the ability to **understand complex landscapes** such as the different elements and actors within the leather value chain
- **Flex to meet changing priorities** within tight deadlines and support the team where required.
- Understand the nature of a **collaborative culture** and the value it brings to drive the development of impactful initiatives for the leather industry

### **Role summary:**

As the Traceability Associate, your role will be to provide support to the Traceability Project Manager and drive forward the approach to traceability within LWG's work. Your role is essential to aid the development of traceability and innovative chain of custody requirements of LWG.

### **We need you to:**

**Provide traceability project support and co-ordination:**

- **Day to day communications with members** including responding to inquiries and managing responses and updates as appropriate on traceability related topics
- **Maintain the LWG website** ensuring traceability content is updated and relevant
- **Co-ordinate multi-stakeholder communications and consultation processes** on key traceability projects – such as running surveys and stakeholder interviews

- Manage the **analysis of stakeholder feedback** and **preparation of reports** for both internal and external use
- **Research traceability** and relevant supply chain **due diligence** topics, through reading reports, meeting with relevant organisations and individuals, as well as other relevant channels, and co-ordinate sharing updates and briefings as required
- Manage aspects of **project management for international pilot projects** related to developing chain of custody and traceability initiatives across the leather value chain
- Co-ordinate **project plans and gantt charts** to ensure deadlines are achieved and projects delivered against identified milestones
- Assist the **writing of press releases** on key topics related to traceability
- Help co-ordinate the development of **LWG's Global Due Diligence Framework** – a resource to support and inform members on key issues related to sourcing leather

#### Technical & training support

- Assist in the the review and **development of traceability requirements** within the **LWG standards and supporting materials**
- Develop **policy documents** as required.
- Support the development of **resources and training** for onboarding LWG members and stakeholders with regard to traceability related topics

#### Meetings, and events support:

- **Co-ordinate multi-stakeholder groups** across the LWG Traceability Working Group and specialist steering committees, together with the LWG Traceability Project Manager
- Take **minutes and action follow up** as required from stakeholder meetings and working group sessions
- Manage **preparation of presentations**, taking ownership of presenting key updates and topic areas as required
- Work **closely with the core team** and support all additional tasks as and when required

#### Qualifications and experience:

- Ideally, you will need to have a degree in sustainability, environmental sciences, or similar
- Ideally, previous experience with a brand, non-profit or multistakeholder initiative, with transferable skills in this sector
- Proven ability to build and maintain strong relationships with members and stakeholders
- Proven ability and feel confident to present both remotely and in-person
- Excellent stakeholder engagement and project co-ordination are essential for this position, as well as the ability to manage your own workload and work within a remote team
- Excellent technical research skills that draw practical conclusions in a fast paced environment
- You need to have strong organizational and analytical skills, rigorous attention to detail, the ability to work to deadlines with competing demands, and a positive attitude to challenges
- Desirable to have knowledge of traceability systems and chain of custody models
- Desirable to have knowledge of international regulations and initiatives related to sustainable materials and product claims
- Desirable to have an understanding of leather manufacturing, the leather supply chain and key issues of concern when sourcing leather
- Advanced skills in Word, Excel, PowerPoint, and email
- Ability to travel with the opportunity for occasional international travel
- Be willing to work remotely within the UK



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