



## Initiative for Responsible Mining Assurance Terms of Reference Operations Consultant

### IRMA Overview

Mining is a complex and intensive process that causes environmental and social change no matter where it occurs. The Initiative for Responsible Mining Assurance (IRMA) envisions a world in which the mining industry respects human rights and the aspirations of affected communities; provides safe, healthy and respectful workplaces; avoids or minimizes harm to the environment; and leaves positive legacies.

Founded in 2006 by a coalition of nongovernment organizations, affected communities, mining companies, trade unions, and businesses using minerals and metals in their products, IRMA has developed a set of standards and a third-party independent verification system to measure social and environmental performance at mine sites.

In June 2018, following two global public consultation periods on earlier drafts, IRMA released the Standard for Responsible Mining. The IRMA Standard is a comprehensive document with 26 chapters covering issues under the broad categories of business integrity, planning for positive legacies, and social and environmental responsibility. It is now the world's most comprehensive and rigorous shared definition of "responsible" practices where industrial scale mining happens. It is also the only standard for this industry equitably led by affected communities, labor unions and NGOs working alongside private sector leaders.

In late 2019 and early 2020, IRMA-approved independent auditors carried out the first assessments of mines against the IRMA Standard.

### Terms of Reference

In the past couple years, IRMA has seen exponential programmatic growth. IRMA uniquely provides detailed comprehensive standard and equal governance to all stakeholder sectors. Purchasers and civil society are urging mining companies use IRMA as a commitment to their accountability and transparency. The energy transition in the automobile and technology industries, and increasing expectation for a transparent supply chain, is also driving an increase of mining companies seeking mine-site assessments.

IRMA was long fiscally sponsored by another not-for-profit organization and is in the process of securing independent US nonprofit 501(c)(3) status. Due to this significant transition and increasing programmatic growth, IRMA has need for operations support as we formalize and expand organizational structure and policies. We seek to contract with a highly effective individual to provide Operations services, including strategic direction of administrative practices for IRMA. This may include a combination of human resources, legal, and financial systems, and policies that create best practices for an organization dedicated to its mission and people.

Specifically, IRMA is seeking an individual to assist IRMA's staff (including the IRMA Executive Director and Program Coordinator) in the following areas:

- ❑ Work with legal team on the final stages of the 501(c)(3) application process and on the broader organizational structure
- ❑ Recruitment and employee screening
- ❑ Research and acquire insurance including General Liability, Directors & Officers, and other organizational insurance as needed more broadly
- ❑ Research and establish staff benefit program including health insurance, retirement, and others as determined
- ❑ Review current organizational policies/systems including staff oversight, salary structure, contractors, financial oversight, and others as determined, and provide insight for improvements needed and gaps still to be filled
- ❑ Quarterly financial oversight and review of profit and loss for the Executive Director and Executive Committee
- ❑ Serve as point of contact and coordination for diverse legal services throughout our development (not a legal expert but finding the expertise we need at various times)

## Qualifications

It is desired that this consultant will have these attributes and expertise:

- ❑ Experience with and fluency in US-based non-profit structures, employment and human resource services, and awareness of relevant international contexts that will influence decision making
- ❑ Substantial experience and knowledge of international contexts, and where limited, have the savvy and comfort to research answers
- ❑ Knowledge of employment-related laws and regulations
- ❑ Knowledge and experience with varied human resource information systems
- ❑ Project management skills
- ❑ Excellent research and written communication skills
- ❑ Proficiency in English

## Scope of work

The initial project work of building a range of organizational systems may take an estimated 160 hours of work, which could be worked in a solid block over a month of full-time service or distributed over a few months based on priorities set with IRMA staff. After establishment of new systems, we anticipate work will level off to maintenance and periodic review with approximately 10-20 hours per month that can be flexibly scheduled.



IRMA staff and its consultant team are globally-based; geographic location for this position can be flexible.

### Remuneration

This position will be compensated as a part-time temporary contract position with potential to expand if mutually beneficial, with opportunity to evaluate terms at key points during the contract. Compensation will start at \$65/hour with a schedule appropriately flexible (allowing IRMA needs to be met, and also consultant's other work and personal priorities to be covered).

Consultant may take unpaid leave, coordinated with IRMA staff on timing.

### To Apply

Send letters of interest and CV to [kvissers@responsiblemining.net](mailto:kvissers@responsiblemining.net), with Operations Consultant in the subject line, by 31 May 2022.