

## IRMA Overview

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.

Mining is a complex and intensive process that causes environmental and social change no matter where it occurs. 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 globally.

As interest and engagement in IRMA continues to grow, we are now seeking an individual to join our team as the lead staff serving the Civil Society Sector. This position will work with civil society stakeholders—including affected communities and NGOs—to forward IRMA’s mission and vision, and to leverage IRMA as a tool for change. This position collaborates closely with the Executive Director, Deputy Director, and the team of sector and regional leads.

## Roles & Responsibilities

- Working with civil society to build broader public awareness of issues in the mining sector, and to encourage purchasing companies and mining companies to engage in the IRMA system
- Supporting Indigenous communities in understanding how the IRMA Standard and system can support their expectation and exercise of free, prior and informed consent (FPIC), protection of cultural heritage, and other ways to manifest the unique rights of Indigenous/land-based people
- Supporting Indigenous and non-Indigenous communities’ and broader civil society’s understanding and use of the IRMA Standard and system in support of their goals, including as a tool for transparency and access to independently-verified information on mine sites, and as a high-bar template for legislative changes
- Developing tools, materials, and sessions to support civil society stakeholders’ engagement with the IRMA Standard and system

- Convening regular meetings for civil society sector members
- Facilitating multi-stakeholder collaboration to support shared solutions across civil society, the finance sector, purchasing companies, mining companies, governments, academia, and media
- Driving continuous improvement of the IRMA system, ensuring that IRMA is accountable and responsive to civil society stakeholders, including through encouraging community and NGO input and feedback
- Stewarding IRMA's relationships with civil society stakeholders and representing IRMA at events, meetings, and webinars

## Qualifications

The ideal candidate will possess some or all of the following attributes and expertise:

- A collaborative and mission-led mindset, with an understanding of voluntary initiatives like IRMA as one tool to drive positive change in the mining industry
- Experience stewarding relationships with civil society stakeholders (affected communities, regional and/or international NGOs), with a proven ability to build trust across a range of contexts
- A solutions-oriented and diplomatic approach to leadership and stakeholder engagement
- Understanding of the unique interests, concerns and value of IRMA's stakeholder sectors, and Indigenous rights holders, and respect for IRMA's model of equal service, accountability, respect and value delivered to all affected by mining
- Excellent project management skills, including handling, directing, and prioritizing multiple assignments and projects
- Comfort with public speaking, presentation delivery, and meeting facilitation
- Cultural competency and passion for promoting a sense of belonging across diversity of age, gender, race, sexual orientation, gender identity, class, learning differences, culture and spiritual beliefs
- Demonstrated leadership skills, ability to lead and motivate others and show concern for people, our network of colleagues, and respect for the concept of equal multi-stakeholder leadership
- Ability to advance projects and build collaborative relationships in a virtual, self-driven setting, given that IRMA operates fully remotely, with team members located globally

## Employment Terms

This is an exempt salaried position, with a desired start date of September 2023. IRMA is open to considering alternative arrangements for the right candidate (e.g., less than full-time hours, an alternative start date).



The salary range for this position is \$100,000 – 125,000 (USD) at 40 hours/week. Salary will be commensurate with the candidate's experience. Applicants are welcome to communicate preference for position at fewer than full-time hours, with salary and paid leave pro-rated. IRMA offers a generous benefits package (health, retirement, paid time off, flexible working hours and more) to support employee wellbeing within the appropriate capacity of nonprofit organizational structure.

### Location

IRMA operates fully remotely, with team members located globally. Position location can be flexibly-based in a wide range of locations around the world. There will be opportunities to meet with the team throughout the year. Location should have reliable internet for consistent access during working hours to email, Zoom, and other web-based communication platforms.

### Travel

The position will require occasional travel, identified to strategically support the program and organizational goals. Travel expenses will be covered by IRMA and reflect organizational commitment to health, safety, and comfort within reasonable bounds of IRMA's nonprofit structure and budget.

### Equal Employment Opportunity

IRMA is an Equal Opportunity employer. All employment decisions at IRMA are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion, national origin, gender identity, sexual orientation, age, disability. We will not tolerate discrimination or harassment based on any of these characteristics.

### To Apply

Please submit your cover letter and CV/resume to [careers@responsiblemining.net](mailto:careers@responsiblemining.net) by Friday 4 August 2023.

