



BDA Certification Manager

BDA Certification is unique among UK accredited Organic certification bodies in that we certify to both Organic and Demeter (Biodynamic) food and farming standards.

For more on biodynamic and Demeter, please consult our website <http://bdcertification.org.uk/>. We pride ourselves on being a small team who is committed to building personal, long-lasting relationships with our licensees alongside providing a professional and responsive certification service. At the heart of it all, we are inspired by the same biodynamic and organic principles that inspire our licensees.

We are now looking for a bright, energetic, and ambitious person, who shares our passion for biodynamic and organic food and farming to manage our certification team as we move forward and grow the business post-Brexit. Our successful candidate will relish the detail of certification, have great attention for quality management and the ability to ensure that the principles that inspire our licensees inform all aspects of certification.

Our ideal candidate will have the following:

- Skills and experience in quality assurance, small team management, communication and leadership, financial control, confident with MS Office and willing to gain skills in database/websites.
- Understanding of the principles of biodynamic, organic, sustainable agriculture.
- Practical knowledge of biodynamic/organic food or farming
- Degree or qualification in a relevant field.
- A sense of humour!

Day to day responsibilities

- Overseeing the day-to-day certification of Demeter and Organic licensees.
- Providing technical production support to certification officers.
- Managing the budget, keeping oversight of the finances.
- Liaising with and reporting to the Certification Board.
- Maintaining UKAS (UK Accreditation Service) accreditation to ISO 17065/2012 as an organic certifying body, and developing quality management systems.
- Coordinating the development of standards.
- Form close working relationship with the Biodynamic Federation-Demeter International.
- Collaborating with other organic and biodynamic sector stakeholders.
- Maintaining approval as an organic control body from DEFRA.
- Line management of staff.

As this is a position that actively works with several different areas of regulation, it is expected that the Certification Manager will possess or develop a thorough understanding of relevant UK, EU and International regulations and standards.

This is a full-time position. The Certification Manager is expected to spend working hours in our Stroud office and be willing to travel to attend inspections and organic and Demeter meetings in the UK and Europe.

Salary: £29 - £32k depending on experience (a pension scheme is also available)

For a more detailed job description, please contact Margaret on certification@biodynamic.org.uk or ring +44 1453 766296.

Applications close on Wednesday 8th September; interviews will be held shortly thereafter. We look forward to hearing from you.