



JOB DESCRIPTION

Job Title	Demeter and Organic Certification Manager
Managers Job Title	Reports to the Certification Board & Council of Trustees
Job Description last updated	November 2023

Job purpose

To uphold the aims and principles of biodynamic and organic food and farming through the Biodynamic Association certification scheme and to identify opportunities to continually improve and develop the certification activity in line with the Biodynamic Federation Demeter International (BFDI) Quality Manual, ISO 17065/2012, BFDI Demeter Standards and UK Organic Regulations, and to propose the direction and strategy for the Certification Board's consideration.

To uphold and maintain certification scheme standards and represent the BDA as the external spokesperson for certification matters on biodynamic agriculture, Demeter standards and BDA certification programmes.

To manage and support the team of certification staff and self-employed inspectors in maintaining certification compliance.

Key responsibilities

- Lead, coach and inspire a team of knowledgeable and dedicated employees.
- Oversee the day-to-day operations of the Certification function including self-employed inspectors and ensure that operating procedures and standards are maintained.
- Formulating and proposing direction and strategy for the Certification Board
- Review, improve and develop operating procedures as set out in the Quality Manual and other procedural documents.
- Accountable to the Certification Board for managing the certification budget and for developing budgets with the treasurer of the BDA.
- Preparing the internal audit and external audits from BFDI, United Kingdom Accreditation Service (UKAS) and any others as requested by Defra, carrying out any corrective actions within an agreed timescale. Ensuring complaints are dealt with effectively.
- Report to Defra and the Biodynamic Federation Demeter International (BFDI) as required and within agreed timescales.
- Contribute to the development of the UK Organic Regulations.
- Organise witnessed inspections for all inspectors annually and staff reviews and progression.
- Liaising with and participating in the Biodynamic Federation meetings as appropriate through the Members Assembly and Certification Meetings.

- Liaising with the BDA Charity on areas that affect all parts of the BDA.
- Liaising with and attending where necessary the UK organic certifiers groups such as UKOCG (strategy) and CBTWG (technical)
- Developing the certification scheme by growing the number of licensees.
- Co-ordinating workshops and events for licensees.
- Acting as spokesperson to the media and providing presentations on biodynamic agriculture and our certification programmes.

Skills, knowledge & experience required

- Knowledge of and enthusiasm for biodynamic and organic agriculture, horticulture and food processing gained from practical and academic experience.
- Experience of managing and motivating a small team of people inspired by biodynamic and/or organic principles.
- Experience or knowledge of Quality Assurance.
- A degree in a relevant or equivalent field, or comparable practical experience.
- Suitable level of financial and IT skills required to formulate and oversee the BDA Certification budgets and activities.
- Understanding of and experience in small business development.

Specific requirements

- Knowledge of ISO 17065, Biodynamic Federation Quality Manual, and relevant UK Organic Regulations, and the Demeter Standards. *(Support will be provided to develop any gaps in this knowledge)*
- Travel and weekend working may be required in this role to participate in national and international certification workshops and training, and to represent the organisation as needed.