

TERMS OF REFERENCE

RISK & COMPLIANCE CONSULTANT (4 MONTHS)

Date 15 August 2023

Services Sought Temporary Risk & Compliance Consultant

Location Geneva, Switzerland or hybrid

General Terms of Reference

Gold Standard is a standards body and thought leader that promotes the best that can be achieved in climate and development projects. It was established in 2003 by [WWF](#) and other international NGOs as a best practice standard to ensure projects that reduced carbon emissions under the UN's Clean Development Mechanism (CDM) also delivered sustainable development benefits. Gold Standard now has a broad NGO Supporter Network and 1400+ projects in over 80 countries, creating billions of dollars of shared value from climate and development action worldwide.

Role / Project Purpose

Gold Standard seeks a highly qualified Risk & Compliance Consultant to assist with the design and implementation of a risk management framework as well as the setup of the in-house legal function.

Reporting to the COO, the incumbent will also serve as the primary liaison with our External Counsel to coordinate/project manage the legal topics with the internal teams across the organization.

Primary Responsibilities

- Serve as the primary liaison with external Legal Counsel:
 - Prioritize, coordinate, and manage workflow with Counsel on the significant legal matters to which they are assigned.
 - Manage the internal ticketing system for requests for legal support coming from staff.
 - Coordinate with Counsel the foundation's compliance with its governing documents, articles of incorporation, bylaws, and other legal requirements.
- Design a risk management framework and reporting process for the foundation.
- Establish internal control systems to safeguard the foundation's assets and interests.
- Conduct comprehensive risk assessments to identify potential risks and vulnerabilities and recommend appropriate mitigation strategies.
- Develop risk mitigation strategies and action plans.
- Develop the structure of the procedural framework of the foundation.
- Draft internal guidance and policy regarding risk management and related matters.
- Assist in creating educational materials to promote compliance best practices.

Qualifications, experience, and skills

- Bachelor's degree in business, finance, or law ideally supplemented by a post-graduate degree.
- Working understanding of Swiss Law and regulatory environment is essential.
- Proven experience as Risk & Compliance consultant or in a similar role, preferably in a consulting or advisory capacity.
- Strong knowledge of risks management frameworks, compliance regulations, professional certifications is a plus.
- Excellent analytical and problem-solving skills with the ability to assess complex situations and develop effective solutions.
- Self-motivated, structured working, conceptual thinking, and strategic reasoning, while being hands-on and not afraid of taking decisions.
- Team player with highest levels of ethics and integrity.
- Strong communication and interpersonal skills to effectively engage and collaborate with teams at all levels of the organization.
- Proven track record of working successfully in an international environment and in cross-cultural teams.
- Fluency in English is required and knowledge of French or German would be beneficial.

Closing Date

Applications for this role will **close on 4 September 2023**. Successful candidates will be contacted for an interview.

Applications

Please submit your daily rate and a CV to recruitment@goldstandard.org. (Ref: Risk & Compliance Consultant).

Successful applicants must be eligible to work as a consultant in Switzerland.