

Supply Programme Coordinator

Location: London

Remuneration: GBP 27,000 - 30,000 per annum (consultancy contract)

Closing date: 8 April 2016

Internal job level: 3

The Better Cotton Initiative (BCI) is a small international not-for-profit organisation active in the cotton sector. Its purpose is to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future. The BCI Supply Programme is responsible for managing and overseeing implementation of the Better Cotton Standard and its associated Assurance Programme in over 20 countries across the world. This includes working with, and motivating around 100 different partners. The Programme Director is also responsible for providing direction and oversight of a global fund that supports implementation projects. The fund itself is managed by IDH, a BCI Strategic Partner.

Under the supervision of the Programme Director – Global Supply, the Supply Programme Coordinator will provide a full suite of Personal Assistance duties and external and internal stakeholder coordination in support of the implementation of the BCI 2020 supply strategy and in support of the successful running of the BCI Growth and Innovation Fund. The role involves regular interactions with BCI staff based around the globe and providing support in coordinating the global team, which currently includes team members in China, India, Pakistan, Switzerland, USA, Mozambique and the UK.

Responsibilities

Personal Assistant to Programme Director (30%)

1. Manage internal and external meetings, including logistics, minute taking and reporting.
2. Provide personal assistance to Director (diary planning, deadline monitoring, expense reporting, drafting presentations and news articles, budget monitoring etc)
3. Manage Director travel planning and provide limited ad-hoc support to the Geneva-based Programme Managers on travel, meeting planning and other assistance that may be required from time to time.

Team Coordination (40%)

1. Manage internal team reporting processes and monitor progress against annual and 2020 strategic plans in collaboration with the Geneva-based team members.
2. Organise regular team calls and manage team internal communications to ensure the globally dispersed team is kept up to date with relevant development and initiatives.
3. Coordinate with the Standard and Assurance Team on internal reviews of policies and tools, trainings on the Standard System, developments of new components in the Standard System to ensure effective and timely feedback from the Supply Programme
4. Coordinate BCI-wide internal communications to ensure the rest of the organisation is kept up to date with work plans, achievements and challenges within the Supply Programme
5. In collaboration with relevant team members, oversee and keep up to date website content for countries and the wider supply programme.

Growth and Innovation Fund Coordination (30%)

6. In collaboration with IDH Programme Officers, provide administrative support to the internal GIF team (comprising the IDH cotton team, the BCI Standards and Assurance Director, the BCI Supply Director, the BCI Demand Director and the global Supply Programme Managers)
7. Coordinate and organise internal GIF team calls and meetings, including taking notes and tracking actions agreed
8. Manage an internal communication and consultation plan to ensure the full BCI Supply Programme Team is kept in the loop on GIF developments and consulted on new thinking as and when appropriate.
9. Support the BCI GIF team in external meeting preparation, drafting of external communications, presentations and process and policy documents
10. Ensure accurate and up-to-date maintenance of GIF records in the shared folders.
11. Act as first point of contact for requests for support from the IDH GIF team.

Beyond these specific responsibilities the Supply Programme Coordinator is expected to work closely with the line-manager to support the delivery of the BCI Strategic Plan.

Profile

To be successful, candidates for the Supply Programme Coordinator will have the following attributes:

Required
University degree
At least 3 years' experience in a similar position in a multicultural environment
Proven experience working with geographically dispersed teams
Proven ability to multi-task, with a strong attention to detail and ability to keep track of several projects running in parallel
Advanced computer skills and IT literacy, to include: Word; PowerPoint; Excel; Outlook; IT tools for virtual teams
Fluency in English, both written and spoken, with attentive listening abilities and the ability to communicate clearly and concisely.
Proven ability to collaborate effectively across different teams and cultures, with strong relationship building skills and a service-oriented attitude
Proven ability to work autonomously with a high level of personal effectiveness and ability to adapt to changing priorities
Demonstrated knowledge of projects management
Excellent analytical and problem solving skills with a proactive approach to finding and proposing solutions to challenges.
Desirable
Interest in and commitment to sustainability
Experience working with consultants and managing consultancy contracts
Experience working with or for a multi-stakeholder initiative
Working knowledge of French, Portuguese and/or Mandarin
Experience of working and/or travelling abroad (Africa, Asia)

Working arrangements

The position is full time (40 hours a week) and based in our office in London. Until such time that BCI has registered a legal entity in the UK, the Supply Programme Coordinator will receive a consultancy contract with an initial 3 months' trial period.

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a cover letter (2 pages maximum), by email to lana.staafgard@bettercotton.org

Expected start date: as soon as possible and no later than 15 May 2016

We thank all applicants for their interest. Please note that, due to the large volume of applications we receive, only candidates shortlisted for an interview will be contacted.

Only candidates eligible to work in the UK will be considered.

BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human and financial resources.