

## Supply Chain Credibility Coordinator

Salary:	GBP 30,000 per annum
Location:	London, UK
Starting Date:	As soon as possible following offer
Last Date for Application:	15 April 2016

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 Demand Programme is responsible for managing and overseeing implementation of the Better Cotton Chain of Custody Guidelines and its associated monitoring. This includes training, and supporting around 500+ supplier members. The Programme Director (Demand) is responsible for providing direction and oversight of all member recruitment and retailer/brand engagement.

Under the supervision of the Programme Director (Demand), the Supply Chain Credibility Coordinator will be responsible for maintaining the integrity of the Better Cotton Chain of Custody processes and data. The role involves regular interaction with BCI country staff, consultants, and supply chain actors globally to provide operational support and to coordinate the delivery of supply chain credibility-related projects.

### Responsibilities

#### Better Cotton Chain of Custody (40%)

1. Identifying and preparing for any credibility risks with regard to the implementation of the Better Cotton Chain of Custody Guidelines, including alignment with ISEAL guidance on the topic
2. Revising and regularly updating of the Better Cotton Chain of Custody Guidelines according to the changing membership, supply locations, traceability requirements and ISEAL guidance
3. Reviewing communication and training materials that reflect these revisions in consultation with the Traceability Coordinator, and updating affected stakeholders globally
4. Establishing and delivering a plan and timetable for ensuring a implementation of the Better Cotton Chain of Custody Guidelines at gin level in particular including management of a global plan for gin monitoring visits
5. Coordinating the delivery of gin monitoring visits with internal and external stakeholders
6. Preparing reports about monitoring visits and sharing these with internal and external stakeholders highlighting emerging risks and proposing solutions and penalties for those involved

#### Better Cotton Tracer – BCI's Online Traceability System (40%)

1. Developing and executing a global plan for auditing transactions entered into the Better Cotton Tracer by all supply chain actors using a sound sampling methodology
2. Identifying, communicating and contracting with third party auditors to carry out system audits on a global scale
3. Coordinating the system audits between internal and external stakeholders
4. Preparing reports about audits and sharing these with internal and external stakeholders

5. Carrying out regular internal audits of the system to ensure the appropriate use of it by all internal and external stakeholders
6. Ensuring that audit findings and recommendations are followed up on so that the Tracer's credibility is maintained at all times

**Supporting BCI Members with implementation of the Better Cotton Chain of Custody (CoC) Guidelines (20%)**

1. Assisting with CoC-related issues and questions coming from members including through participation in BCI's online platform for member engagement
2. Generating reports for various BCI internal and external stakeholder (data collection for presentations, meetings, country of origin reports, etc.)

Beyond these specific responsibilities the Supply Chain Credibility Coordinator is expected to work closely with her/his line-managers to support the delivery of the BCI's Demand Strategy.

**Profile**

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

Required
University degree
At least 3 years' experience working in a relevant field i.e. textile supply chain or sustainable commodities initiative, in a multicultural environment
Deep understanding of Chain of Custody systems and how they apply to sustainable commodities
Experience in running assurance or audit programmes for Chain of Custody systems. Transferable experience from other commodities welcome.
Advanced computer skills and IT literacy, to include: Word; PowerPoint; Excel; Outlook
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, strong relationship building skills and service-oriented attitude
Proven ability to multi-task and keep track of several projects running in parallel
Demonstrated knowledge of projects management
Proven ability to work autonomously with a high level of personal effectiveness and ability to adapt to changing priorities
Excellent analytical and problem solving skills with a proactive approach to finding and proposing solutions to challenges.
Desirable
Academic background in textiles
Strong knowledge of ISEAL, or ISO and their codes as they apply to standard systems and certification bodies
Deep understanding of traceability and its application in cotton textiles
Experience collaborating on strategic IT projects
Experience working with consultants and managing consultancy contracts
Experience working with or for a multi-stakeholder initiative
Interest in and commitment to sustainability

# Job Announcement



## 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 [ruchira.joshi@bettercotton.org](mailto:ruchira.joshi@bettercotton.org)

## Expected start date: as soon as possible and no later than 16 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 or holders of a valid work permit 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.