

**Salary: TBA**

**Location: BCI Head Offices (London, UK / Geneva, Switzerland)**

**Application closing date: 05 March 2017**

The Better Cotton Initiative (BCI) is an 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 Geneva and London offices represent BCI globally and act as hubs for regional offices as well as a base for a number of global staff and consultants.



Under the supervision of the Senior Programme Manager, the Programme Coordinator will be a member of the Global Supply Team based in the London or Geneva headquarters office. The coordinator will play an important role in monitoring and evaluating Strategic and Implementation Partners, fostering positive collaborative relationships within BCI, and among stakeholders worldwide, as well as administering a broad range of activities.

## Responsibilities

### Programme Support

1. Coordinate and support individual partnerships through arranging and holding partnership meetings and calls.
2. Provide support to Programme Managers as they review and appraise partnerships, and work with Partners to deliver effective processes e.g. information sharing, assessment and referral processes.
3. Coordinate and be responsible for sourcing information from Partners (as per signed agreements or ad-hoc), and provide Partners with reciprocal information from BCI.
4. Monitor existing partnerships so that any potential problems are identified and dealt with at an early stage, and ensure that the follow-up and execution of partnerships is in line with the agreements, on track and on time.
5. Coordinate and prepare regular and ad-hoc reports for both internal and external circulation.
6. Provide support to the broader BCI Supply Team, as required.
7. Undertake initial work associated with the assessment and endorsement of new countries applying to become Partners with BCI.

# Programme Coordinator

## Job Announcement



8. Represent the Supply Programme on IT related issues, especially relating to BCI's online project database, ensuring that both global and country-specific requirements are fully taken into consideration.
9. Coordinate the handling of information requests, collate feedback from various country programmes, and ensure Programme & Country Managers are able to meet agreed deadlines.
10. Support Programme & Country Managers on a range of implementation activities and reporting duties, as required.

### Administrative Tasks

11. Provide coordination and support in the overall financial management and monitoring of global partnerships.
12. Provide liaison with external consultants &/or contractors (i.e. verification agencies), including coordination of the contracting and invoicing phases.
13. Liaise and coordinate with members of other BCI teams to ensure a regular inter-departmental cross-exchange of information.

### External Representation & Communication

14. Work as a main support resource on partnerships within the Supply Programme and prepare accurate, timely and complete reports related to activities in partnership countries, which are suitable for internal and external communication.
15. Contribute materials to communication pieces in order to build BCI and Better Cotton into a well-known and respected brand within and beyond the sustainable cotton sector.

Beyond these specific responsibilities the Supply Programme Coordinator is expected to collaborate on activities as agreed with the Senior Programme Manager to support the implementation of BCI's Strategic Plan.

### Profile

To be successful, candidates will have the following attributes:

Required
University Degree
5 years' work experience
Fluency in English and French, written and spoken
Experience in coordinating programmes/projects and overseeing budgets
Experience facilitating and coordinating learning in a complex, multicultural setting
Strong IT skills, especially MS-Word, Excel, PowerPoint, Outlook and Database systems
Strong attention to detail, can handles situations diplomatically, ability to maintain overview of multiple complex relationships
Proven experience working with geographically dispersed teams
Proven interest &/or experience in simultaneous coordination and evaluation of multiple programmes, projects &/or partnerships

# Programme Coordinator

## Job Announcement



Proven ability to effectively collaborate across different teams, strong relationship building skills, and service-oriented attitude
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Excellent analytical and problem solving skills with a proactive approach to finding and proposing solutions to challenges
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<b>Desirable</b>
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Interest in, and commitment to, sustainability
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Experience using Salesforce software
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Experience of working &/or travelling abroad
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Working knowledge of Portuguese, Spanish &/or Russian
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### Working arrangements

The position is full time (40 hours a week) and based in our headquarters in **London** or **Geneva**. The coordinator will receive a permanent contract, with an initial 3 months' trial period.

### Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV (3 pages maximum) and a cover letter (1 page maximum), by email to:

[recruitment@bettercotton.org](mailto:recruitment@bettercotton.org)

**Expected start date: As soon as possible.**

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 Switzerland (including 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.