

Partnership Officer

Job Announcement

www.bettercotton.org

The Better Cotton Initiative (BCI) is looking for a Partnership Officer to provide support to the Partnership team in performing its daily tasks, to continue to scale up Better Cotton and to transform cotton production world-wide. The Partnership Officer will work closely with the Director and Managers of the team. This is a newly created position, for a fixed term until 31 March 2015, but it is envisaged it could be extended further into a permanent position.

The role offers the right candidate an opportunity to work in a multi-stakeholder global organisation focused on developing and promoting more sustainable cotton. To be successful in this role you will need to be culturally versatile, fluent in English and French, and have the ability to communicate clearly and concisely with team members from different parts of the world.



Woman harvesting Better Cotton in Mali

Background

Cotton is one of the most important and widely grown crops in the world. With more than 90% of cotton farmers living in developing countries, millions of poor farmers and workers depend on it for their livelihoods. However, current cotton growing methods need to change as they are placing unsustainable pressures on the environment and the people who produce it. Change means using fewer pesticides, managing water more efficiently, improving soil health and bio-diversity, enhancing fibre quality, and improving the welfare of farm workers.

BCI exists 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.

BCI works with a diverse range of stakeholders to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton-producing areas.

BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI's specific aims are to:

1. Reduce the environmental impact of cotton production
2. Improve livelihoods and economic development in cotton producing areas
3. Improve commitment to and flow of Better Cotton throughout the supply chain
4. Ensure the credibility and sustainability of the Better Cotton Initiative

Building on the success to date, where Better Cotton creates positive changes for farming communities, and is being bought by BCI retailer and brand members, BCI has set ambitious targets for the future, increasing Better Cotton volume production 8-fold by 2015 and 26-fold by 2020.

Our experience has taught us that the cotton market cannot be left to itself to make the changes happen. Our model for market transformation is based on focused, manageable activities developed by BCI itself and clear roles for other supply chain actors, partners and governments. Working with our members and partners, BCI will focus on the key drivers at both ends of the supply chain – supply creation/push and demand generation/pull.

Our Strategic Principles

- BCI is focused on effecting change
- BCI is firmly based on the traceability of Better Cotton
- Credibility and the multi-stakeholder nature are crucial to BCI
- Demand for Better Cotton is key to funding and influence
- BCI enables evidence-based communication within a clear framework
- BCI does not set a premium and pricing is a function of the market.

2015 Global Targets

Specific Aim	Global Indicator	2015 Target
Reduce the environmental impact of cotton production	Better Cotton hectares under cultivation	2 million
Improve livelihoods & economic development in cotton producing areas	Number of Better Cotton farmers	1 million
Increase commitment to and flow of BC throughout the supply chain	Volume of Better Cotton bought by spinners	1.5 million
Ensure organizational credibility and sustainability of BCI	Earned income as % of global costs	75%

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Job Description

Under the supervision of the Partnership Director and working closely with the Partnership Managers, the Partnership Officer is responsible to provide full support to the Partnership Team in securing and ensuring a continued and growing availability of Better Cotton from BCI Partnership Countries.

S/he will handle general inquiries directed to the Partnership Team and undertake initial work associated with new countries applying to become Partners with BCI

S/he will be responsible for preparing regularly or on ad-hoc basis reports for the Partnership Team for both internal and external circulation.

S/he will also liaise with members of other BCI teams to ensure inter-departmental cross-exchange of information.

The role offers the right candidate an opportunity to work in a multi-stakeholder global organisation focused on developing and promoting more sustainable cotton.

To be successful in this role you will need to be culturally versatile, fluent in English and French (at least), have a passion for collaboration and understand what makes for success when organisations enter into deep partnerships.

Responsibilities

Support to the Partnership Team

Under the guidance of the Partnership Managers, the Partnership Officer will provide overall support to the Team in achieving the goal of securing global and diversified supply sources for Better Cotton through partnerships

Specifically the role will be required to:

1. Work on individual partnerships to arrange and hold partnership meetings, deliver administrative aspects of the partnership plans, support partnership managers as they review and appraise partnerships, and work with partners to deliver effective processes e.g. information sharing, assessment and referral processes.
2. Source information from Partners (as per signed agreements or ad-hoc), and for providing Partners with reciprocal information from BCI.
3. Support partnership managers in the monitoring of the existing partnerships and help prepare regular and ad-hoc reports for both internal and external circulation by ensuring continuous improvement of internal monitoring and evaluating systems for partnerships so that any potential problems are identified and dealt with at an early stage.
4. Provide support to the BCI team and to ensure that the local follow up and execution of partnership is in line with the agreements, on track and on time.
5. Undertake initial work associated with new countries applying to become Partners with BCI.

Administrative Tasks

6. Handle general inquiries directed to the Partnership Team (phone / e-mail).
7. Provide support to the team in the overall financial management and reporting of the global partnerships.
8. Provide liaison with external consultants &/or contractors (i.e. verification agencies), and handle in coordination with the Standard and Assurance Team the contracting and invoicing phases.
9. Liaise with members of other BCI teams to ensure inter-departmental cross-exchange of information.
10. To coordinate internal and external meetings.

External Representation & Communication

11. Work as focal point and main support resource in the Partnership Team and prepare accurate, timely and complete reports related to activities in partnership countries and to communicate internally and for Better Cotton.
12. 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.

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Beyond these specific responsibilities the Partnership Officer is expected to collaborate on activities as agreed with the Partnership Director and the Partnership Managers to support the implementation of the BCI Strategic Plan

Working Arrangements

The successful candidate will report to Partnership Director. The Partnership Officer will receive a fixed term contract, until end of March 2015. The position is full-time and will be based in Geneva, Switzerland.

Salary Scale: 50,000- 55,000 CHF per annum – dependent on skills and experience.

Profile

To be successful, candidates for the Partnership Officer role will have the following attributes:

Experience	
Essential	
At least 2 years working experience in a partnership support function	
Experience in project planning and coordination	
Fluent in both English and French	
Strong interest in sustainability, international development and agricultural production sector	
Desirable	
Experience of working in both not-for-profit and profit-making organisations	
Experience of working with international organizations and or in development agencies	
Skills & knowledge	
Essential	
University degree, or equivalent higher education qualification, in a relevant field.	
Strong attention to detail, strong analytical and organizational skills,	
Advanced computer and IT skills, including excellent command of Excel and literacy in Word, PowerPoint and Outlook	
Flexibility, initiative, ability to work autonomously,	
Excellent interpersonal and team work skills, with service-oriented attitude	
Willing to travel if necessary	
Desirable	
Good working knowledge of another language of interest to BCI (Portuguese would be an asset)	
Ability to work in a multicultural and fast paced environment with respect for diversity	
Knowledge of the international cotton sector	
Experience in agriculture and or working with farmers	

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Applications:

Interested applicants with the required attributes are asked to send a detailed CV and a motivation letter (2 pages maximum), in English, by email to: recruitment@bettercotton.org, with subject = "Partnership Officer"

Application deadline: 22 February 2014

Expected start Date: As soon as possible

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted.

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