

Membership Internship London

Job Announcement



The Better Cotton Initiative is looking for a Membership Intern to support global membership. S/he will work in the London office under direction from the BCI Membership Manager in Geneva, and alongside a globally dispersed team of Membership Officers to ensure the delivery of membership services and management, and the membership application process.



Background

Cotton is one of the most important and widely grown crops in the world, and with more than 90% of cotton farmers living in developing countries, cotton production is fundamental to the livelihoods of millions of poor farmers and workers. However, current cotton growing methods need to change as they are placing unsustainable levels of stress 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 does create 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 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 organisational credibility and sustainability of BCI	Earned income as % of global costs	75%

Membership Internship London

Job Announcement



Job Description

The Membership Intern will work closely with the BCI Membership Manager and Membership Officers to ensure all new applicants to BCI membership, as well as existing members, feel valued and welcome.

Responsibilities

The internship will focus on

- » Assist in the processing of applications and carrying out due diligence research to ensure a smooth and efficient application process;
- » Maintaining up-to-date information in the BCI Membership Database to enable BCI to effectively engage and communicate with all its members;
- » Support the delivery of membership services and management to ensure members are satisfied with their involvement in the BCI;
- » Collect member information for the BCI website and share with communications team.
- » Create and maintain on-line accounts for BCI members.
- » Assist in the collation and analysis of the annual member reports to ensure compliance with BCI obligations and adequate feedback to BCI members;
- » Assist of development of the new membership application forms (both online and paper form), due diligence sources and approval report.

Learning and development benefits

The intern will benefit from the following:

- » Working in an international multi-stakeholder organisation;
- » Working with a globally dispersed and culturally diverse team;
- » Learning about how sustainability can be promoted in the commodities sector;
- » Learning about stakeholder and network management.

Profile

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

Experience
<i>Essential</i>
At least 1 year accumulated experience of working in an office.
<i>Desirable</i>
Experience working with or for a multi-stakeholder initiative.
Skills & knowledge
<i>Essential</i>
Demonstrated interest in sustainability.
Meticulous and thorough in their work.
Fluent in English (written and spoken) – ability to communicate clearly and concisely.
Able to work with autonomy and in a globally dispersed team.
Willingness to carry out administrative tasks.
Excellent organisation skills and time management.
Good IT and internet skills.
<i>Desirable</i>
University degree, or equivalent higher education qualification, in a relevant field.

Working arrangements

The intern will report to the Membership Manager in Geneva for her/his work programme and outputs. The internship is negotiable (up to full-time) for a minimum period of 6 months, starting between **on or before 7 April 2014**. The location of the internship is in London, UK. The intern will be offered expenses cover.

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief motivation letter (2 pages maximum) to BCI by email at: mila.coronado@bettercotton.org.

Only applicants with the right to live in the UK will be considered.

Application deadline: 21 March 2014

Rolling interview dates: 17 to 28 March 2014

Starting date: on or before 7 April 2014

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

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