

Assurance and Supply Chain Compliance Coordinator

Job Advertisement

Starting date: as soon as possible

Salary: GBP 32,500 – GBP 35,000 *depending on skills and experience*

Location: London, UK

Closing date: 24th July 2017

The Better Cotton Initiative (BCI) is a multi-stakeholder Standards System set up 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 Better Cotton Standard System is a pragmatic, innovative, highly credible and constantly evolving system that is designed for scale and impact. There are currently 1.5 million licensed BCI Farmers and over 1000 BCI Members from across the cotton sector working together to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton-producing areas. This role offers you the opportunity to join an enthusiastic and dynamic team that are making significant global changes.



As Assurance and Supply Chain Compliance Coordinator you will be supporting the Senior Manager - Assurance and Supply Chain Compliance, on maintaining the integrity of the Chain of Custody (CoC) guidelines and will coordinate the execution of the BCI Assurance Program in your assigned countries.

You will dedicate approximately 60% of your time on supply chain compliance, which involves maintaining the integrity of CoC processes and the data collected by BCI with a direct impact on retailer and brand claims. The role involves regular interactions with BCI staff, auditors, and supply chain actors globally to provide operational support for the delivery of compliance-related projects and audits. The role involves extensive data analysis collected in the BCI's online traceability tool The Better Cotton Tracer.

For the remaining 40% of your time, under guidance from your line manager, you will help coordinate seasonal farm level Better Cotton Assurance Program activities, and contribute to maintaining, enhancing and reviewing the Program to ensure its coherence, credibility, and continual improvement. You will update and improve assurance procedures, conduct internal monitoring of assurance implementation, and facilitate external oversight activities. You will contribute to capacity building with the development and delivery of training activities.

You will report to the *Senior Manager - Assurance and Supply Chain Compliance*, work closely with the other members of the Supply Chain and Standards & Assurance teams, and liaise with members of the Global Supply Programme Team across 4 continents.

You will be available for extensive travel to the countries under your remit (approximately 6 weeks per year long haul travel and 6 short-haul trips within Europe). Countries which currently implement the Better Cotton Standard System include: China, India, Pakistan, Israel, Kazakhstan, Madagascar, Mali, Mozambique, Senegal, South Africa, Tajikistan, Turkey, and USA. We also have partnerships to recognise qualified cotton from Australia, Brazil and countries within the Aid by Trade Foundation Standard System.

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This challenging role offers excellent opportunities for personal and professional development, international travel together with a competitive benefits package.

RESPONSIBILITIES

Better Cotton Chain of Custody (15%)

1. Supporting the revision and regular updating of the Better Cotton Chain of Custody Guidelines according to the changing membership and traceability requirements
2. Developing and updating communication and training materials that reflect these revisions and updates with all stakeholders globally
3. Supporting the process for supply chain integrity risk mapping and mitigation

Supply Chain Monitoring (15%)

4. Supporting the process for developing and executing a global plan for monitoring visits along the entire BCI supply chain
5. Coordinating the processes and documentation requirements for compliance related activities of country teams
6. Coordinating and supporting the gin monitoring visits to ensure physical segregation of Better Cotton from conventional cotton
7. Preparing reports about monitoring visits and sharing these with internal and external stakeholders
8. Executing the penalties indicated in the BCI's Chain of Custody Guidelines when necessary

Data Integrity - Better Cotton Tracer (20%)

9. Provide support for the BCI's supply chain compliance strategy related to the entries made in the Better Cotton Tracer
10. Reviewing transactions entered into the BCI's traceability system regularly to ensure compliance and address nonconformities
11. Supporting the process for identifying, negotiating and contracting with third party auditors to carry out system audits on a global scale
12. Coordinating the system audits between internal and external stakeholders
13. Preparing reports about audits and sharing these with internal and external stakeholders

Supporting BCI Members with the use of the Better Cotton Tracer (10%)

14. Assisting with system-related issues and questions from internal and external parties
15. Generating and analysing supply chain related reports using the data entered into the system

Assurance Program delivery for assigned countries, improvements and innovation (20%)

16. Build and maintain expertise on BCI's innovative and sophisticated Assurance model and support program officers and coordinators.
17. Help coordinate seasonal Assurance Program activities within assigned countries
18. Manage incoming licensing appeals from assigned countries in line with internal processes
19. Update and enhance the existing tools, templates, and policies supporting and governing the Assurance Program, and develop new components as required

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Job Advertisement

Assurance Program Internal / External Oversight (15%)

20. Monitor adherence to internal assurance protocols for assigned countries.
21. Monitor the maintenance of assurance data in the BCI Online Project Database for assigned countries.
22. Monitor field-level compliance outcomes and produce annual summary reports for assigned countries.
23. Help coordinate external oversight mechanism as part of periodic System Reviews, including training independent consultants, facilitating the review process, and reviewing assurance oversight reports

Assurance Program Capacity Building (5%)

24. Support the development and delivery of internal staff training on Assurance
25. Support the development and delivery of training for 3rd party verifiers for assigned countries

PROFILE

To be successful, candidates for the Standards and Assurance Coordinator role will have the following attributes:

| Skills & knowledge |
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| Essential |
| University degree, or equivalent higher education qualification, in a relevant field |
| Demonstrated interest in sustainability and international development |
| Deep understanding of Chain of Custody systems and how they apply to sustainable commodities |
| Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude |
| Aptitude to appraise arguments critically and logically, organise ideas in a clear and concise manner, and draw conclusions and formulate arguments in way that is effective, concise, precise and specific. |
| Excellent analytical and problem solving skills with a proactive approach to finding and proposing solutions to challenges within clearly defined boundaries |
| Fluent in English– ability to communicate clearly and concisely |
| Advanced numerical skills and experience in sampling large data sets as well as data analysis |
| Excellent organisation and capacity to handle a set of different priorities several projects running in parallel |
| Proven ability to work autonomously with a high level of personal effectiveness and ability to adapt to changing priorities |
| Willingness to carry out administrative tasks |
| Good communication skills with the ability to communicate clearly and concisely, as well as the ability to assimilate and process information for wide-ranging audiences. |
| Advanced IT skills, including: Word; PowerPoint; Excel; |
| Desirable |
| Academic background in rural/agricultural development and sustainability |
| Academic background in textiles |

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Job Advertisement

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| Strong knowledge of ISEAL and its codes, or ISO Standards as they apply to standard systems and certification bodies |
| Understanding of traceability and its application in cotton textiles |
| Good understanding of knowledge management, learning and innovation |
| Understanding of the training-of-trainers process, monitoring & evaluation or standards systems |
| Competency in languages most relevant to BCI countries, such as Hindi, Urdu, Mandarin, French, Portuguese and Turkish |

| Experience |
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| <i>Essential</i> |
| At least 5 years' working experience with at least 2 years compliance experience working in a relevant field i.e. textile supply chain, sustainability, auditing, monitoring and evaluation |
| Experience in running assurance or audit programmes for Chain of Custody systems. Transferable experience from other commodities welcome. |
| Experience of project coordination (preferably in an international context) |
| Experience working as part of a multi-cultural team |
| <i>Desirable</i> |
| Experience in a multi-stakeholder initiative or supporting multi-stakeholder dialogue and consultation |
| Experience collaborating on strategic IT projects |
| Experience with standards systems and assurance, auditing or certification |
| Experience working in the agricultural commodity sectors |
| Experience in a membership or not-for profit organisation |
| Experience managing external consultants |

Working Arrangements

The position is full time (40 hours a week) and based in our offices in London. The Assurance and Supply Chain compliance Coordinator will receive a permanent contract with an initial 3 months' trial period. BCI offers flexible working, with core hours being 10am – 4pm and the possibility of working from home. BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

Applications:

Interested applicants with the required attributes are asked to send a detailed CV (2 pages maximum) and a motivational letter (2 pages maximum), in English, by email to: recruitment@bettercotton.org with subject: "BCI Assurance and SC Compliance Coordinator".

We thank all applicants for their interest; however only shortlisted candidates 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.