

Supply Chain Coordinator

Job Advertisement

Starting date: as soon as possible

Salary: GBP 32,500 – GBP 40'000 *depending on skills and experience*

Location: London, UK

Closing date: 30 October 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 Supply Chain 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 to supply chain compliance, which involves helping to set up and coordinate supply chain auditing, monitoring, and verification activities. This role involves regular interactions with BCI staff, auditors, and textile supply chain actors globally to provide operational support and develop programme improvements. The role also involves managing and analysing supply chain data collected in the BCI's online traceability tool (the Better Cotton Tracer).

For the remaining 40% of your time, you will help coordinate seasonal farm level Better Cotton Assurance Program activities, and contribute to maintaining, enhancing and reviewing the Program to ensure its effectiveness. 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 periodic travel to the countries under your remit (approximately 2-3 weeks per year long haul travel and 3-6 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.

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

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RESPONSIBILITIES

Better Cotton Chain of Custody (15%)

1. Support the revision and regular updating of the Better Cotton Chain of Custody Guidelines according to the changing membership and traceability requirements
2. Develop and update supply chain communication and training materials
3. Support the process for supply chain integrity risk mapping and mitigation

Supply Chain Monitoring (15%)

4. Support the development of improved supply chain monitoring and audit processes, including clear protocols and templates
5. Coordinate the development and execution of a global plan for monitoring visits along BCI supply chains
6. Coordinate with BCI country teams to ensure supply chain compliance activities are carried out on schedule
7. Prepare reports about supply chain compliance and share key findings with internal and external stakeholders
8. Support the process for contracting with third party auditors to carry out supply chain audits

Data Integrity - Better Cotton Tracer (30%)

9. Provide support for the BCI's supply chain compliance strategy related to the entries made in the Better Cotton Tracer
10. Analyse data from the Better Cotton Tracer to identify key risk areas or anomalies; assist in designing compliance reports
11. Review transactions entered into the BCI's traceability system regularly to ensure compliance and address non-conformities
12. Support the overall use and development of the Better Cotton Tracer system

Support farm-level assurance and monitoring (40%)

13. Coordinate with country teams to ensure farm-level assurance activities (e.g. self-assessment, second and third-party audits) are carried out on schedule and according to internal protocols
14. Support the development and execution of regional assurance plans and timelines for participating BCI countries
15. Update and enhance the existing tools, templates, and policies supporting and governing the farm-level Assurance Program; develop new components as required
16. Monitor assurance data in the BCI Online Project Database for assigned countries.
17. Monitor field-level compliance outcomes and produce annual summary reports for assigned countries.
18. Support the development and delivery of training on BCI's assurance program for internal and external audiences

PROFILE

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

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Skills & knowledge
<i>Essential</i>
University degree, or equivalent higher education qualification, in a relevant field
Demonstrated understanding of <u>at least one</u> of the following content areas: <ul style="list-style-type: none"> • Chain of Custody systems and how they apply to sustainable commodities; • Supply chain compliance and auditing; • Sustainability standards/ certification programs; and/or • Agricultural supply chains
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
Strong communication skills; fluent in English with proven 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
Demonstrated interest in sustainability and international development
Advanced IT skills, including: Word; PowerPoint; Excel;
<i>Desirable</i>
Academic background in rural/agricultural development and sustainability
Academic background in textiles
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
<i>Essential</i>
At least 5 years' working experience with at least 2 years' experience working in a relevant field i.e. textile supply chain, sustainability, auditing, monitoring and evaluation
Experience in supporting assurance, standards, supply chain, or audit programmes. Transferable experience from other commodities welcome.
Experience of project coordination (preferably in an international context)

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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 Supply Chain 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 Supply Chain 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.