

Starting date: As soon as possible
Contract Type: Permanent, Full-time
Salary: Starting £ 25,000 per annum, commensurate with skills and experience
Location: London, United Kingdom or Geneva, Switzerland
Application closing date: Midnight 23 November GMT



Description

The Better Cotton Initiative (BCI) — the largest cotton sustainability programme in the world — aims to reach 5 million farmers worldwide with more sustainable agricultural practices, and account for 30% of global cotton production by 2020. In less than 10 years, the Better Cotton Initiative and its Partners have supported over 1.6 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 15% of global cotton production. We are truly a joint effort, encompassing stakeholders all the way from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI is seeking a Grant Officer to support the management of philanthropic grants, including research, preparing grant applications, and reporting. This challenging role offers excellent opportunities for personal and professional development within a fast growing international organisation, together with a competitive benefits package

Responsibilities

Under the supervision of the Grants and Fundraising Coordinator, the Grant Officer will provide support to all aspects of BCI's grant management system. Specifically, the successful candidate will be required to:

1. Conduct research of prospective grants and donors, and track calls for grant applications
2. Support the proposal development process through drafting proposals, participating in meetings, reviewing and proof reading documents, collating information, and identifying any contractual or regulatory issues that may impact any funding opportunity for BCI
3. Support the Grants and Fundraising Coordinator in consolidating narrative and financial reports to existing donors in a timely manner according to donor requirements
4. Research and write country profiles, thematic briefs, and other supporting grant materials as required
5. Maintain all records related to the Fundraising and Development team on Salesforce
6. Provide support to the BCI team and to ensure that execution of the funding agreements is on track
7. Contribute materials to communication pieces as required
8. Beyond these specific responsibilities, the Grant Officer is expected to collaborate on activities agreed with the Grants and Fundraising Coordinator to support the design and the implementation of the BCI Grant Management System and Development Strategy.

The candidate will have the following Skills, Knowledge, and Experience:

Skills, Knowledge and Experience
<i>Essential</i>
University degree, or equivalent higher education qualification, in a relevant field
At least 2 years working experience in a grant management support function (i.e. grant identification, planning, grant application and donor reporting)
Excellent writing skills and ability to research, source information, prepare clear, concise and compelling written proposals and reports
Highly organised with strong computer and IT skills, including excellent command of Excel and literacy in Word, PowerPoint and Outlook
Excellent command of the English language, written and spoken
Interest in sustainability and international development issues , including but not limited to child rights, worker's rights, gender equality, water stewardship, biodiversity, farmer training programmes or sustainable agriculture.
<i>Desirable</i>
Experience working in multiple countries, in multi-cultural environments, and/or with international organisations.
Experience with Salesforce
Experience of grant monitoring and developing budgets
Experience in agriculture and or working with farmers
Fluent in French or other languages relevant to BCI's work: Portuguese, Turkish, Mandarin, Hindi, Urdu.

Working Arrangements

The position is full-time (40 hours per week) and will be based in London, UK. For the right Candidate, Geneva will be considered (and salary adjusted accordingly). The Grant Officer will receive a permanent contract with an initial 3 months' trial period.

BCI offers flexible working hours, with core hours being 10am – 4pm and the option to to work from home once a week.

Applications:

Interested applicants with the required attributes are asked to send a CV (2 pages max) and a motivational letter (1 page maximum), in English, by email to: recruitment@bettercotton.org with subject: "Application Grant Officer" by 23 November 2018 at the latest.

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

Shortlisted candidates will be required to complete an online test between 30 November and 5 December with interviews scheduled between 10 – 14 December 2018.

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.

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