

Starting date: As soon as possible
Contract Type: Open-ended contract
Location: New Delhi
Application closing date: Midnight 8 December GMT



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.

Job Description

The BCI India Operations Manager is responsible for developing and overseeing the implementation of BCI's largest country programme – making cotton better for the people who produce it, the environment it grows in and the sector's future. Under this overarching mission, the Operations Manager will drive high quality delivery of farmer field programs by our implementing partners and continuing growth in the volume of Better Cotton being produced and moving through a credible supply chain.

This involves ensuring the farmers demonstrate continuous progress against BCI core and improvement criteria via the recruitment, management and capacity building of high quality Implementing Partners (IPs) and development of innovative partnerships.

The Operations Manager takes responsibility for delivery of country targets with the demand, communications, fundraising and supply programmes (cross-cutting global programmes). They are accountable for delivering the annual country budget and administrative, financial and HR aspects of the Country Plan.

The Operations Manager provides overall direction and management to the India team, in line with the country plan and overall BCI strategy. S/he would directly manage two to three direction reports of Senior Coordinators, ensuring each sub-team they coordinate is planning adequately for budget and resource to deliver against operational targets.

Responsibilities

Under the supervision of the Director of Implementation based in BCI's headquarters in London, the BCI Operations Manager for India will be required to:

Strategy

- Support on the development of and lead on the implementation of the Country Plan, in collaboration with BCI management team, to enable delivery of BCI's global strategy and goals.

- Contribute to global BCI strategy, knowledge sharing on practices and tools development towards the Better Cotton Standard System

BCI Team Management

- Ensure the efficacy and integrity of BCI and Better Cotton in-country through sound recruitment, induction, management, progression, distribution of tasks, and coaching of team and staff members
- Provide oversight of farm monitoring and licensing processes, collection of results and impact data, communication of stories of best practice, supply chain support and monitoring, and provision of membership services and training.
- Manage delivery of core programme activities (across all delivery areas), in close cooperation with the relevant global managers, to ensure all staff have the capacity and capabilities to deliver on programme objectives.
- Model BCI values and culture, proactively ensuring consistent leadership.

Program Delivery

- Line management of Implementation Coordinator (who in turn manages a sub-team of Implementation Officers)
- Work with India Country Team to ensure Implementing Partners are trained and supported to implement the standard and deliver farming capacity building programs.
- Monitor IP performance, within established frameworks and processes
- Recommend new IPs and support the IP Endorsement process
- Contribute to Request for Proposal process for Better Cotton Growth and Innovation Fund
- Build processes, tools and systems to support a high-quality IP training programme

Standards & Assurance

Line management of Implementation Coordinator (who in turn manages a sub-team of Implementation Officers)

Collaborate with the BCI Standards and Assurance team to escalate critical risks or issues (in the India context) and provide strategic feedback into the future evolution of the Better Cotton Standard and BCI Assurance programme

Take responsibility for ensuring adequate levels of resourcing for carrying out credible assurance activities

Supply Chain/Membership

Line management of the Senior Supply Chain/ Membership Coordinator (who in turn manages a sub-team of 3 Supply Chain/ Membership Officers and Coordinators)

Oversee the delivery of the India Supply Chain workplan, including successful identification, training and support for gins, coordination of third-party audits, and support to suppliers/ manufacturers in

Collaborate on the development/ execution of strategies to increase uptake of Better Cotton from India, including engagement of new suppliers and retailer/ brands

Proactively support the India Supply Chain team in identifying and mitigating credibility risks; escalate issues to the senior Supply Chain Management where appropriate

External Representation

- Contribute to national policy engagement in order to embed Better Cotton and develop a sound long-term strategy for its continued growth in-country.
- Contribute written materials, video messages and other front-line communication pieces in order to build BCI and Better Cotton into a well-known and respected brand within and beyond the sustainable cotton sector.

Finance and Administration

Manage administration function

Oversee income, expenditure, and associated reporting on BCI budget, ensuring efficient and effective use of financial resources

Ensure global reporting is timely and complete

Oversee as required, monitoring of projects costs by Implementing Partners in close collaboration with the BCI GIF.

Line manage the Admin and Finance officers, approve claims and payments

Line Management

- Create a strong and cohesive BCI country team that represents the ethos and values of the organisation, and to manage them effectively in the achievement of their objectives.
- Facilitate and support matrix management within the BCI organisation across different global units to ensure coherent and effective international delivery of membership services, income generation, communications and partnerships to maintain the credibility and integrity of Better Cotton.

Beyond these specific responsibilities the Operations Manager is expected to collaborate on activities as agreed with the Director of Implementation and support the delivery of the Country Plan and the overall BCI Strategic Plan.

Profile

SKILLS & KNOWLEDGE
ESSENTIAL
Excellent english writing, public speaking, influencing and presentation skills
University degree, or equivalent higher education qualification, in a relevant field
Proven experience in sustainability and the agricultural production sector
Deep understanding of policy making and influencing within the agriculture context, including the role of partnership with business
IT literacy, to include: MS office suite, databases
Experience in building and/ or managing training or capacity building programs
Willingness to travel frequently (approx 25%) and to carry out administrative tasks
Desirable
Trained facilitator of professional relationships and / or groups
Knowledge or a proven keen interest in cotton production and processing

EXPERIENCE
ESSENTIAL
At least 3 years' experience working in multi-cultural environments, including different working styles and approaches to relationships, preferably gained through work with or for an international organisation
At least 7 years' in a management position with responsibility for internal staff management
At least 3 years' experience managing organisational financial management
At least 3 years' experience with project management, monitoring and evaluation
Experience of project management, monitoring and evaluation
Experience of taking ownership for an organisations' external representation including lobbying and negotiation with key stakeholders
Proven ability to partner effectively internally to ensure successful completion of a program / project
Experience with strategic planning and execution working in a matrix-style organisational design
Experience leading or coordinating collaborative programs involving multiple partners
Desirable
Experience of working within the cotton sector
Experience working with remote teams
Existing network of contacts within the cotton sector
Experience of working in both not-for-profit and profit-making organisations
Experience of work with farmers
Proven ability to communicate effectively, including public-facing presentations, training/ facilitation sessions, and written materials for a variety of audiences
Experience of fundraising in an international and national context from institutional donors and/or foundations

Working Arrangements

The position is full-time (40 hours per week) and will be based in Delhi, India. The Country Operations Manager 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 work from home once a week.

Applications

Interested applicants with the required attributes are asked to send a CV and a motivational letter, in English, by email to: recruitment@bettercotton.org with subject: "Application Country Operations Manager – New Delhi" by 8 December 2018 at the latest.

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

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.