Implementation Coordinator – India [Maternity Cover]

BCI | Better Cotton Initiative

Post Announcement

Starting date: As soon as possible and no later than 1 September 2019

Contract Type: Maternity Cover (12 months)

Location: New Delhi, India

Application closing date: Midnight 24 July 2019 IST

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 2 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. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI is seeking a highly motivated and qualified professional for a fixed-term, nine-month maternity cover position. This role offers you the opportunity to join an enthusiastic and dynamic team that are making significant global changes.

KEY RESPONSIBILITIES

Responsible for quality execution and oversight of the delivery of the BCI Assurance Programme in India

The Implementation Coordinator will lead the execution of the Assurance Programme in India, including:

» Leading and managing the overall execution of the Assurance Programme for India in accordance with Global Assurance Protocol.

» Overseeing farm-level verification activities and related reporting (by BCI team members, partners, and third-party verifiers) to ensure consistency and quality. This can include shadow visits and report reviews.

» Ensuring BCI 2nd Party Credibility Checks also act as a means to provide guidance and feedback facilitating continuous improvement of Producers.

» Responsibility for timely and accurate communication of licensing decisions and Annual Authorised Volumes to all Producers in India.

» Working with Programme Officers/Coordinators, Producer Unit Managers, and BCI's Monitoring & Evaluation team to ensure high-quality field-level data is collected annually from participating BCI Producers.

Providing input into global Assurance processes

The Implementation Coordinator will work with the BCI Global Assurance team and a network of other BCI Programme Coordinators in order to:

» Provide timely information on unique challenges or opportunities in the India cotton farming context.

» Identify risks or issues affecting BCI Assurance Programme delivery in India (including performance of partners and verifiers), and escalating these proactively to the Global Assurance Managers.

» Ensure that feedback and field-level input from Programme Officers/Coordinators is represented back to the Global Assurance team.

» Ensure active participation from the India Implementation Team in Global team meetings, calls, and working sessions.

Coordination of Assurance work planning and delivery

The Implementation Coordinator will play an essential role in leading the India Implementation Team and its overall execution of the Assurance Programme for India, including in delegating responsibilities and tracking tasks at country level. This covers:

» Managing progress against the India country-level Assurance workplan; ensuring the team delivers training, data collection/management, and farm-level verification activities in line with the plan.

» Communicating regularly with the BCI Global Assurance team (based in London) to ensure the workplan is up-to-date and revised as needed based on country-level changes or developments.

» Coordinating tasks and responsibilities within the sub-team of Programme Officers/Coordinators and ensuring all team members are clear on expectations and timelines. This includes overseeing the schedule for farm-level verification visits and reporting.

» Managing the Assurance-related task allocation/management and workloads of India Implementation Team.

» Track progress against operational budgets and inform annual resourcing and budget-setting processes (with support from India Country Manager and Global Assurance team).

Inform GIF application process and support IDH collaboration activities

» Support and contribute information to inform the Growth & Innovation Fund (GIF) application process; ensure that recommendations made to the Global Team to facilitate decision-making on GIF funding in India are accurate and comprehensive.

» Support IDH as required on development of external proposals for collaboration and keep Global Team informed of the same.

Supporting Training and Capacity Building of BCI's Implementing Partners (IPs)

The Implementation Coordinator will support the Sr. Capacity Building Coordinator to provide targeted training, support, and capacity building to BCI Implementing Partners in India and support the cascading of training and resources down to participating farmers.

This will involve:

» Provide feedback and critical information on gaps and progress to Sr. Capacity Building Coordinator highlighting key sustainability impacts and areas for farm improvement.

» Supporting planning and execution for BCI's Implementing Partner Capacity Building workshops, field ToT pilot workshops, and project support visits.

Contribution to M&E, Learning and Research Projects in India

» Support the M&E Sr. Coordinator as required for all M&E projects initiated by the global team in India.

» Support the preparation of M&E case studies to evaluate progress and impact of BCI's work in India.

» Support Indian Implementing Partners in internal evaluation efforts, to build their own internal approaches to outcome/impact evaluation, equipping them to proactively evaluate their own progress to supplement BCI's M&E work.

Team management and support

» Line management for Programme Officers in the India Implementation Team, including providing oversight and support where needed.

» Identify skills gaps for direct reports and proposing training and support strategies to address these gaps.

» Provide regular feedback on team performance; carrying out mid-year and end-year reviews for direct reports.

» Help to establish effective communication channels and coordination among India BCI team members and between the India team and Global Assurance team.

Other responsibilities

The Implementation Coordinator will to take on various other tasks and projects as needed (and capacity permits); to include, e.g.

» Liaising with Membership and Supply Chain team members as necessary.

» Providing administrative and logistical support for India stakeholder, member and supply chain events.

PROFILE

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

Skills & knowledge
Essential
University degree, or equivalent higher education qualification, in a relevant field
Demonstrated interest in sustainability and international development
Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude
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

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.
Excellent IT skills, including: Word; PowerPoint; Excel
Desirable
Academic background in rural/agricultural development and sustainability
Advanced numerical skills and experience in analysing large data sets
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
Essential
At least 5 years' working experience with at least 1 year in a relevant field
Experience of project coordination (preferably in an international context)
Experience working as part of a multi-cultural team
Desirable
Experience in a multi-stakeholder initiative or supporting multi-stakeholder dialogue and consultation
Experience in a not-for profit organisation
Experience with standards systems and assurance, auditing or certification
Experience working in the agricultural commodity sectors

WORKING ARRANGEMENTS

The successful candidate will report to the India Operations Manager as line manager and the Global Assurance Manager as matrix manager.

The position is full time (40 hours a week) and based in BCI's office in Delhi. The Implementation Coordinator will receive a fixed-term contract with an initial 1 month trial period. BCI offers flexible working, with core hours being 10am – 4pm and the possibility of working from home.

APPLICATIONS

Interested applicants with the required attributes are asked to send, in English, a detailed CV (2 pages maximum) and a cover letter (2 pages maximum), by email to recruitment.india@bettercotton.org

with subject: "Application Implementation Coordinator India – Maternity Cover" by Wednesday, **24 July 2019** 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.