

Global Programme Officer

Post Announcement



Starting date: As soon as possible
Contract Type: Open ended
Salary: £26,000
Location: London, UK
Application closing date: Midnight 15/09/2019 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 ...

- Global Programme Officer to support the capacity of the growing BCI Implementation Team, which oversees a global programme that aims to reach 5 million farmers by 2020 through our network of partners
- This challenging, varied position offers opportunities to travel internationally and learn from a diverse, dedicated team

BCI offers excellent opportunities for personal and professional development, together with a competitive benefits package.

Responsibilities

Implementation Team Support (50%)

The BCI Implementation Team consists of 45 people around the world who are responsible for supporting and training farmers growing Better Cotton, through working with experienced partners at field level. The Implementation Team oversees partnerships with over 90 organisations delivering field level training programmes across 23 countries. The officer will:

- Support the Director of Implementation with calendar management, meeting coordination, regular internal reporting, and research projects
- Assume role of team “IT Focal Point” by improving and developing existing tools (such as Salesforce, e-learning platforms/apps, etc), and maintaining oversight of and supporting the integration of new tools
- Organise regular calls and proactively facilitate online communications amongst the globally dispersed Implementation Team, of 35+ staff members. We aim to create a cohesive, collaborative team, regardless of the distance.

Farm Level Capacity Building Support (30%)

BCI aims to create an enabling environment in which our staff, partners, and participating farmers and workers learn, develop, and collaborate to support the continuous improvement of farming practices. The officer will:

- Support the development of the Online Resource Centre (ORC) to help facilitate the efficient transfer of learning on best practices from field staff to farmer. In collaboration with the BCI Standards & Learning Team:
 - Gather, edit and upload good practice case studies
 - Identify and propose ideas to incentivise the sharing of good practices – i.e. how to source directly from the community of practice and move to ‘curation over collection’
 - Gather and upload helpful research, guidance material and other resources
 - Develop communications and guidance to promote the use of the ORC
- Ad hoc support on the delivery and organisation of the annual BCI Implementing Partner Symposium: logistics, agenda preparation and support in the creation of plenary presentations
- Support the coordination of the Global Capacity Building Group (helping organise monthly meetings, collecting inputs from country teams, writing minutes and facilitating discussions on Microsoft team platform).

Better Cotton Growth and Innovation Fund Support (20%)

The Better Cotton Growth and Innovation Fund (Better Cotton GIF) makes strategic investments into projects to help BCI reach its 2020 targets. The officer will:

- Support the Better Cotton Growth and Innovation Fund (BC GIF) project application process, including BCI’s internal communications on the Request For Proposal annual strategy and the calendar of fund events.
- Support the design and development of the Better Cotton GIF dashboard and its maintenance to enable efficient data management.
- Support Better Cotton GIF Committees in membership management and correspondence

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

Skills, Knowledge and Experience
Essential
University degree, and/or professional experience, in a relevant field
Demonstrated work experience in a role with transferable skills
Demonstrated interest in sustainability and international development
Proactive attitude to problem-solving
Clear, considerate communicator
Strong project management and coordination skills: organisation, time management, ability to work independently
Willingness to carry out administrative tasks
Confident using: MS Word, PowerPoint ; Excel; Outlook
Desirable

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Demonstrated ability to collaborate effectively across different teams, time zones, and contexts
Competency in languages relevant to BCI countries, such as Mandarin, Portuguese, French, Hindi, Urdu, or Turkish
Academic and/or professional background in sustainable agriculture or international development
Experience working with CRM systems such as Salesforce

Working Arrangements

The position is full-time (40 hours per week) and will be based in BCI's London Office. BCI offers flexible working, with the option to work from home one day per week. The position requires short-haul travel within Europe (approximately 2-3 trips per year) and you will have the opportunity to participate in one international field visit to a Better Cotton project within your first year.

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: "Application to Programme Officer" by the 15/09/2019 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.