

Senior Operations Coordinator, India

Post Announcement

Type of contract: Open-ended contract

Starting date: January 2021

Contract Type: Full time contract

Location: New Delhi

Application

closing date: 8 December 2020



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 motivated and experienced Operations Coordinator to support the BCI operations in India. This position will report to the India Country Director, supporting the India team across the areas of operations, HR and legal compliance, aligning with BCI's global team where necessary. This role will provide pivotal support to the Director and overall team in ensuring operations are delivered smoothly and in the most efficient and effective manner.

The preferred candidate will have substantial experience in an operations role, implementing operational strategy and working to improve processes and practices. He/she will have strong analytical skills, with an ability to provide proactive support to budgeting and resource coordination. With excellent interpersonal skills, the ideal candidate will be a problem-solver with an ability to spot issues early-on and take a strategic perspective. Some HR experience and an affinity to fostering a supportive and high performing team environment are equally important. An interest in financial matters and existing knowledge on legal compliance will round off the profile. Existing familiarity with the Cotton sector would be a bonus. The key responsibilities:

- » Oversee all legal compliance related tasks required for BCI-India's (local entity) successful operations and make recommendations on process improvements
- » Coordinate specific office management and procurement related activities
- » Ensure BCI India policies and procedures are in alignment with global guidelines, policies and processes.
- » Support annual planning and budgeting schedule; keep track of budgets and workplans, identifying potential issues and making recommendations to resolve them
- » Provide support to the team in maintaining and improving all operations-related systems, processes and practices
- » Keep track of delivery progress and continuously analyse all data from delivery teams to spot trends and emerging issues
- » In liaison with the global HR team, develop good practice HR and relevant processes and procedures

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- » Oversee and provide support with onboarding of new staff
- » Oversee and evaluate training processes assisting in building a strong team performance and team culture in India
- » Support Country Director in preparing external presentations ; liaise with the global team about specific information needed
- » Keep track of new regulations in the cotton market; analyse market trends and make recommendations on relevant strategic responses
- » Provide ongoing assistance Country Director as advised, deputising when required

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

Responsibilities

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

| Skills, Knowledge and Experience |
|---|
| <i>Essential</i> |
| Minimum of 8-10 years' experience of supporting senior level management in an operational capacity with prior experience in a similar position in a diverse environment |
| Minimum graduation (16 years of education) or equivalent higher education qualification, in a relevant field. |
| Experience in creating and maintaining HR processes and procedures |
| Strong Analytical and problem-solving skills |
| Proven ability to multi-task and keep track of several projects running in parallel |
| Proven ability to effectively support teams and operations, strong relationship building skills and service-oriented attitude |
| Knowledge of legal compliance requirements (in India) and relevant processes |
| High level of integrity; ability to handle confidential and sensitive information with discretion |
| Fluency in English, both written and spoken, with attentive listening abilities and the ability to communicate clearly and concisely. |
| Excellent interpersonal skills, an empathetic approach |
| Self-Starter able to work autonomously and adapt to changing priorities. |
| Demonstrated interest in sustainability and working in a non-for-profit environment. |
| Excels under pressure, keeping calm and collected |
| <i>Desirable</i> |
| Prior experience in the not-for-profit/cotton sector |
| Familiarity with financial budgeting/planning/reporting |
| Experience working with or for a multi-stakeholder initiative |

Working Arrangements

The position is full-time (40 hours per week) and will be based in New Delhi. BCI offers flexible working, with core hours being 10am – 4pm and the option to work from home one day per week.

Travel will be required (10-15%)

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Applications:

Interested applicants with the required attributes are asked to send a detailed CV (2 pages maximum) and a motivational letter (1 pages maximum), in English, by email recruitment@bettercotton.org with the subject: "Application for the position of Senior Operations Coordinator, India" by 8 December 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.