

Job Description

Membership & Supply Chain (M&SC) Coordinator – Turkey

Starting date – As soon as possible

Type Contract – 6 Months contract- Maternity Cover

Location: Turkey, Home Based.

Description

The Better Cotton Initiative (BCI) is the largest cotton sustainability programme in the world, accounting for around 19% of total global cotton production. BCI currently works with more than 2 million global cotton farmers along with many leading brands and retailers to connect supply and demand for sustainable cotton production.

The M&SC Coordinator will play a critical role in supporting rapid expansion and deliver an ambitious workplan in Turkey. The post holder will assume responsibility for planning and coordinating delivery of supply chain compliance, supply chain engagement, Better Cotton uptake, and membership growth. The M&SC Coordinator will ensure that members and their Better Cotton supply chains based in Turkey are fully trained on the Better Cotton Chain of Custody guidelines and have a comprehensive understanding of the Better Cotton Standard System. The scope is to engage with BCI members and the Better Cotton Platform account holders who may be non-members.

Responsibilities

1. General and team management

- With line manager, develop an annual work plan for M&SC work in Turkey, and execute to ensure that the plan is fully implemented in a timely and comprehensive manner, in alignment with global direction.
- Be the lead for forward planning and resource planning for the Turkish M&SC programme.
- Maintain strong and effective communication lines with the BCI Secretariat, IPUD, BCI Members, BCI Ginners, suppliers & manufacturers, and retailers & brands.
- Attend internal meetings to report on activities and to facilitate the exchange of information across the global team.
- Keep up-to-date with significant relevant developments in the cotton sector Turkey and report regularly on issues regarding pricing, premiums and any other supply chain issues related to Better Cotton uptake.

2. Supply Chain Engagement and Training

- Taking general direction from M&SC Managers, support the Turkish M&SC work by developing appropriate training and communications material, including supporting communications for events, and contribute to overall event design and execution.

- Oversee the development and roll-out of effective and scalable training programs (online and in-person) for participating ginners, supplier/ manufacturers, and brand/retailers in Turkey.
- Support the development of retailer/brand strategies to increase their sourcing of Better Cotton.
- Identify and develop solutions to address common sourcing bottlenecks.
- Manage relationships with high level delegates in key supply chain actors, retailers and brands, civil societies, governmental bodies and local stakeholders in Turkey.

3. Supply Chain Credibility and Compliance

- Together with the Supply Chain Integrity Manager, develop and implement a supply chain compliance approach for Turkey, in line with the global approach to ensuring supply chain compliance to the Better Cotton Chain of Custody.
- Organise and oversee third party and remote auditing schedules in Turkey as needed, including coordinating follow-up on non-conformities or supply chain risk areas identified.
- Oversee effective training for third party auditors for the region and implement systems to monitor auditor performance (including shadow visits, feedback surveys, report reviews) in collaboration with the Supply Chain Integrity Manager.
- Build capacity of necessary staff and partners to enable a high level of supply chain credibility.

4. Member & BCP User Recruitment

- Ensure a solid strategic adoption of BCI by high level delegates in both commercial and non-commercial member categories and maintain these relationships; for commercial members this means adoption of Better Cotton uptake targets.
- With line manager, develop a Turkish membership outreach and recruitment plan for Retailers and Brands, Civil Society organisations, and Producer Organisations, in line with the organisational strategy.
- Create opportunities to recruit BCP users (non-members).

5. Membership Service Delivery and Retention

- Oversee the delivery of key services to members including ensuring good response time, delivery of membership benefits, ensure optimal engagement with BCI members linked to Turkish supply through their supply chains.
- With M&SC Team, contribute to the development of membership retention strategies and targets.
- Oversee the delivery of activities designed to retain existing members.
- Oversee member renewal and other membership communications.
- Ensure adequate feedback to BCI HQ on any specific member management issues arising so that it can be taken into account in planning for system updates.

6. Member Engagement, Events, Communications and Materials

- Create opportunities for nurturing strong stakeholder dialogue with all categories of Turkish members and stakeholders.

- Be accountable for the overall content, design and delivery of member events in Turkey, in collaboration with line manager and in alignment with the Global M&SC Team, seeking to innovate and establish unique engagement of stakeholders with BCI.
- Ensure that all material needs are communicated, developed and translated in alignment with Global M&SC Team and Global Communications Team.
- Contribute to and disseminate key communications in alignment with the Global MM&SC Team.

7. Financial Accountability and Systems

- Be responsible for achieving the annual membership income targets for the region as agreed (Renewal + New Member Income).
- Support Finance locally at key points of the financial year as requested to ensure financial rigour of BCI systems.
- Ensure internal customer relationship management (Salesforce) database is updated regularly and ensure data integrity for members and BCP users in Turkey.

Beyond these specific responsibilities, the M&SC Coordinator is expected to collaborate on activities as agreed with the line manager.

Profile

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

| Experience |
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| Essential |
| At least 5 years' working experience |
| Expert experience in textile production, raw materials procurement, or sourcing activities |
| Experience working as part of a team |
| Experience, knowledge or a proven interest in issues of sustainability or development, or corporate social responsibility |
| Experience managing projects |
| Experience in managing information and data |
| Strong ethics and able to handle repetitive tasks. |
| Experience in managing finances, and customer relations |
| Desirable |
| Experience of working on cotton supply chain |
| Experience in Compliance and/or Textile Raw Material Procurement |

| Skills & Knowledge |
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| Essential |
| University degree, or equivalent higher education qualification, in a relevant field |
| Excellent analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges |
| Fluent in English, native Turkish – ability to communicate clearly and concisely |
| IT literacy, to include: Word; PowerPoint; Excel; Outlook; and CRM systems (Teams, Monday.com, Salesforce etc) |
| Excellent organisational skills and capacity to handle a set of different priorities |
| Willingness to frequently travel and to carry out administrative tasks |
| Strong communication (both written & spoken) and attentive listening abilities. |
| Good understanding of basic statistics |
| Desirable |
| Objective and meticulous professional with the ability to multitask |

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| Academic background in agricultural development, sustainability or textile. |
| Good working knowledge of another language of interest to BCI (Greek, Chinese, Spanish, French and/or Portuguese) |

Working arrangements

The candidate will report to the Deputy Director, Membership&Supply Chain.

The position is full-time (40 hours per week). BCI offers flexible working, with core hours being 10am – 4pm. The person chosen for this position will be working from home.

Travel may be required maximum of 20% per year.

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

Applications:

Interested applicants with the required attributes are asked to send a detailed CV (3 pages maximum) and a motivational letter (2 pages maximum), in English, by email to: recruitment.turkey@bettercotton.org with subject: “Application” by the Jan 15th, 2021 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.

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