

Events Coordinator

Full time, temporary contract

Starting date: As soon as possible

Contract type: Full time, 1 year contract

Salary: £35,000 / CHF 70,000

Location: Geneva or London

Application closing date: 9AM BST on the 14th June



About BCI

The Better Cotton Initiative (BCI) — a global not-for-profit organisation – is the largest cotton sustainability programme in the world. The Better Cotton Standard System is BCI's holistic approach to sustainable cotton production which covers all three pillars of sustainability: social, environmental and economic.

In the 2018-19 cotton season, together with our partners, BCI provided training on more sustainable agricultural practices to 2.3 million farmers from 23 countries. BCI is truly a joint effort, encompassing organisations all the way from farms to fashion and textile brands to civil society organisations driving the cotton sector towards sustainability. Thanks to the support of BCI partners and members, Better Cotton now accounts for 22% of global cotton production.

About the Role

BCI is recruiting for a motivated individual who is interested in sustainability to join our team for a temporary one-year position leading the preparation and execution of our Cotton Sustainability Digital Series, Global Cotton Sustainability Conference and BCI Implementing Partner (IP) Meeting.

BCI organises an annual multi-day international conference which is the flagship event for BCI and for the sustainable cotton sector. There is a great deal of planning and preparation required for the event, with many sessions, speakers and meetings covering a variety of exciting topics. This is an excellent opportunity for anyone aspiring for a career in the sustainability sector to build his or her skills and experience in event planning and coordination as well as in working in a fast-paced global multicultural not-for-profit. This year, this has been adapted to a Cotton Sustainability Digital Series and is hosted with evolved features online.

BCI also organises an annual Implementing Partner Meeting, designed to bring key stakeholders together, who are responsible for executing the Better Cotton Standard at the field level. The meeting focuses on sharing best practices in implementing BCI's Standard and discussing solutions to implementation challenges faced in the field. Similar to the global conference, this event takes heavy preparation in the 6 months leading into the event.

In addition, there are support functions related to the global membership team, such as contributing to contact management, measuring event performance, interpreting event data, maintaining digital platforms and other tasks.

Key Responsibilities

You will play an active role in BCI's Membership, Communications and Implementation, teams, leading logistics, facilitating registrations and managing other preparatory activities like tenders and

contracts for the Conference and IP Meeting, in the time leading up to the events. You will support the sourcing of services at the meeting locations as well as communicate with attendees, speakers, sponsors and partners. You will also be supporting the production of related materials, web pages and other communications content. Additional responsibilities related to other BCI events will be assigned as time allows.

You will also contribute to the events strategy through work on “Contact Management/Event Tracker” projects, researching and maintaining virtual event and streaming platforms used to execute online events and member surveys.

This role would report to the Member Communications Manager based in Geneva with Matrix Management from the Senior Communication Manager and Capacity Building Manager. You will receive training and deliver work in coordination with global staff based across the world.

Events Engagement

- Support events design and content
- Engaging event speakers, sponsors, partners and BCI Members
- Building events agendas
- Optimising industry event trends, defining target audiences and promoting events
- Lead process for online event registrations and responding to event-related enquiries

Logistics

- Supporting in the selection of venues and service providers
- Leading communication with the final venues and service providers, completing procurement processes and communicating event needs for delivery
- Logistics and planning for session details
- Organising side meetings
- Support with budget management, ensuring events remain within budget, appropriate records are maintained, and required payments are made in line with defined processes

Communications and Marketing

- Producing and distributing communication materials
- Website and Event App communications content development
- Support in implementing events marketing strategy
- Coordinating and executing event follow-up

Events Strategy

- **Contact Management:** Creating, managing and reviewing a system for how BCI engages with members across multiple channels, including in-person events, virtual events, new materials, and more through contact management processes.
- **Event Performance:** Support development of systems for tracking and measuring outcomes and attendee satisfaction for all BCI global events to support continuous improvement.
- **Digital Platforms:** Maintain standardised tools for stakeholder engagement, such as virtual event platforms, streaming platforms, and RSI platforms. Support to ensure that engagement channels are up to date and relevant, including on the BCI Website.

Profile

We are looking for someone with excellent command of English, who is versatile and organised, with good people, communication and project management skills. The right person is self-motivated and comfortable working in a dynamic environment with multiple tasks and activities to support. The opportunity is ideal for someone who wants to gain valuable experience in how a not-for-profit organisation operates and have exposure to a very active and quickly evolving area of sustainability. As a part of the BCI team, the successful applicant will also have the opportunity to attend BCI events and staff meetings to learn more about the work of the organisation.

Experience
<i>Essential</i>
Demonstrated experience working with membership, financial and/or CRM administration, and systems improvement and management.
Experience in managing and processing administrative records, financial data, events data, survey metrics, and improving data integrity
Experience in dealing with commercial organisations
Experience working as part of a team, and willingness to give good service internally and external to the organisation
Experience in using Salesforce or other CRM system and in financial administration
Experience in Project Management and knowledge of PM tools.
<i>Desirable</i>
Experience in a member-based organisation, or sales
Flexible individual with experience working in a multicultural and multilingual environment across time-zones

Skills & Knowledge
<i>Essential</i>
University degree, or equivalent higher education qualification, in a relevant field with an interest in sustainability
Proficient IT skills, including but not limited to MS Office suite and database management
Good analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges within clearly defined boundaries
Fluent in English (written and spoken) – ability to communicate clearly and concisely
Excellent organisational skills and capacity to multi-task and handle a set of different priorities
Willingness to carry out administrative work with due attention to client detail and reporting financial data
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.
<i>Desirable</i>
Knowledge of a second or third language.

Working Arrangements

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

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The Events Coordinator may be expected to attend special events, some of which may occur in the evenings or weekends. Some travel will be required.

Applications

Interested applicants with the required attributes are asked to send a detailed CV and a motivational letter (1 page maximum), in English, by email to: recruitment@bettercotton.org with the subject: "Application for Events Coordinator" by 9 AM on the 14th June at the latest. Applications will be accepted on a rolling basis.

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