

Global Knowledge Coordinator

Post Announcement
Open-ended contract

Starting date: As soon as possible
Contract Type: Open-ended, full time
Salary: UK £34,950 / Switzerland 70,400 CHF
/ India INR 1,660,000
Location: UK, Switzerland, India
Application closing date: Midnight 21-07-2021



Description

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, covering all three pillars of sustainability: social, environmental and economic. Over the 2018-19 cotton season, together with our partners, BCI provided training on more sustainable agricultural practices to 2.3 million farmers across 23 countries. 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.

The Implementation Team aims to create an enabling environment where our staff, partners, and participating farmers and workers learn, develop, and collaborate to support the continuous improvement of sustainable farming practices aligned with the requirements of the Better Cotton Standard System. This environment is supported by our Knowledge Management Plan which has three objectives:

- 1) To formalise the process for **generating and capturing knowledge** with internal and external partners (including knowledge exchange and quality control of materials)
- 2) To develop a cloud based repository for **storing knowledge** (Online Resource Centre - ORC) which all partners can readily access
- 3) To optimise how and when we communicate about our work and **share knowledge** both internally and externally.

All of these components will be underpinned by ongoing monitoring and review in order to ensure that they are delivering the greatest impact for BCI and our stakeholders.

BCI is seeking a ...

- Global Knowledge Coordinator passionate about sustainability to support with knowledge management – including project management for the build, and ongoing administration of, our planned ORC solution, events coordination, and team administration.
- This challenging, varied position offers opportunities to travel internationally and learn from a diverse, dedicated team, who oversee a global programme that currently reaches over 2.1 million farmers across 23 countries.

Global Knowledge Coordinator

Post Announcement
Open-ended contract
Responsibilities



Knowledge Coordination (65%)

Knowledge Management Plan Delivery

In collaboration with the Senior Manager: Sustainable Agriculture Practices, and the Capacity Building Manager, the Global Knowledge Coordinator will lead the development and rollout of the BCI Knowledge Management Plan, which includes;

- Day-to-day coordination of the knowledge management plan
- Evaluation of current knowledge generating, storing and sharing activities
- Engaging with knowledge managers in similar standard setting and development organisations to explore best practice and innovation in the sector
- Exploring and delivering solutions that will provide BCI and partner employees with access to accurate and timely information in the most appropriate medium possible. This will include collaborating with BCI's IT team, external providers and other internal and external stakeholders on the development of the ORC
- Analysis of user statistics on existing knowledge sharing and learning management systems to inform the development of the ORC and continuously improve user engagement
- Day-to-day tracking of ORC project plan and budget
- Design and delivery of a seasonal communication plan to internal and external stakeholders
- Monitor and evaluate the knowledge management roll out and work with internal and external stakeholders to identify improvements to the existing offering and opportunities for new initiatives

Partner Symposia

BCI brings together its global network of partners to share knowledge, best practices and learn from experts and each other during annual symposia. Since the COVID-19 pandemic, we've adapted to virtual events. The Global Knowledge Coordinator will;

- Support the organisation and delivery of the online January 2022 Partner Symposium, including, agenda preparation, content and format review and speaker coordination. (Pending COVID-19 travel and safety considerations, symposia may return to in-person format in 2023.)
- Work with the Capacity Building Manager to evaluate the success of the symposia to inform and guide future improvements.
- Assist in planning appropriate follow up and ongoing engagement activities to ensure the lasting impact of the symposia throughout the year

IT System Development (20%)

BCI is undergoing a period of digital transformation led by our IT team. The Implementation Team are developing and migrating to new platforms, in particular, Salesforce and SharePoint, in order to enable improved partnership management and knowledge sharing. The Global Knowledge Coordinator will act as the Implementation team technology champion for the following systems:

1. Sharepoint: BCI are transitioning to Sharepoint to manage documents and resources. The Coordinator will support the implementation team migration and act as the ongoing team champion for the platform.
2. Salesforce: Further development and team onboarding to support more efficient partnership management processes, including supporting the development and roll out of a new IP endorsement and due diligence process as well as supporting the process development for ongoing monitoring and evaluation of partners.

Global Knowledge Coordinator

Post Announcement
Open-ended contract



Implementation Team Administration (15%)

The BCI Implementation Team oversees partnerships with over 70 organisations delivering field level training programmes across 23 countries. The Coordinator will support:

- Global Team coordination (10 members of staff across 4 countries) – bi-weekly meetings, internal reporting
- The Director of Implementation
- Country Programmes Implementation Team (40+ members of staff across 12 countries) coordination:
 - Maintain mailing lists and support team communications
 - International team meeting coordination – COVID-19 permitting

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 Knowledge Management
Practical experience in using SharePoint, Salesforce and / or Salesforce Communities
Demonstrated interest in sustainability and international development
Proactive attitude to problem-solving
Clear, considerate communicator
Ability to convert complex information into easy to understand messages
Strong project management and coordination skills: organisation, time management, ability to work independently
Willingness to carry out administrative tasks
Confident using: Word, PowerPoint, Excel, Outlook
Desirable
Salesforce administrator
Demonstrated ability to collaborate effectively across different teams, time zones, and contexts
Understanding of agriculture
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 organising international events
Experience of working/living in a country in which BCI operates

Working Arrangements

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

Travel will be required (10%) COVID permitting.

Global Knowledge Coordinator

Post Announcement
Open-ended contract



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 Global Knowledge Coordinator" by the 21st July 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.

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