

# Senior Programme Coordinator – Maternity Cover

Post Announcement  
Type of contract: Fixed term

**Starting date:** July 2021

**Contract Type:** Maternity cover (one year)

**Salary:** UK £39,770 / Switzerland 78,000 CHF / India INR 20 Lakh

**Location:** UK, Switzerland, India

**Application closing date:** Midnight 30-06-2021



## 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 the end of the 2020-21 cotton season. In under 12 years, the Better Cotton Initiative and its Partners have supported 2.1 million farmers in 23 countries. In adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 22% of global cotton production. We are truly a joint effort, encompassing stakeholders 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 highly motivated and qualified professional for a fixed-term, one year maternity cover Senior Programme Coordinator position. The role will support the development and implementation of global projects and contribute to strengthening BCI's partnerships, programme data, and overall programme quality. Reporting to the Senior Manager for Sustainable Agricultural Practice, this role will cover the following key components:

- Contribute to strengthening implementation partnerships (new and existing) for BCI. Ensuring through improved processes that risks related to partnerships are better understood and mitigated at the organisational level
- Ensure that partnership decisions are data driven through the adoption of systems such as Salesforce and the use of outputs (PowerBI and Tableau) from our internal data warehouse, the Cotton Cloud
- Support Capacity Building strategy in a number of BCI countries
- Oversight of the field-level activities of the farmer centricity study, as well as ensuring that outcomes of this research inform a more farmer centric approach at the organisational level, and in the implementation of the 2030 Strategy.

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

## Responsibilities

### Effective partnership approaches (60%)

- Coordinate the legal review process of the revised partnership agreement
- Support the roll out of the revised partnership agreement.
- Support the roll out of the new partner endorsement process, particularly the new enhanced due diligence procedures

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- Contribute to the development of an ongoing partnership performance framework, aimed at ensuring that BCI is able to monitor and address performance gaps with partners
  - Work with Country teams, the Better Cotton Growth and Innovation Fund (Better Cotton GIF) and the Assurance team to overhaul the ongoing monitoring of partners.
  - Bring efficiencies to BCI and our partners through streamlining reporting requirements whilst continuing to fulfil the needs of all stakeholders.
- Promote data driven decision making as a tool for effective partnership management
  - Continue to build on the successful launch of BCI's Salesforce CRM platform
  - Oversee the launch of new dashboards in the Cotton Cloud data warehouse, as well as in PowerBI and Tableau. Data could include information on partnership status, capacity building activities etc.
  - Test usability and accuracy of reports.
  - Identify future opportunities for partnership data to be extracted and used to better inform partnership management and programme design.

## Capacity building support (20%)

- Provide country support for Capacity Building activities in a selection of BCI countries.
  - Be the first point of contact for country teams, providing feedback to the global team and sharing updates with the country team on activities, contributing to better programme planning and delivery of the 2030 strategy targets
  - Acquire a deepened understanding of partner operations in relevant countries and use this field perspective to inform global projects

## Farmer Centricity (15%)

- Lead the delivery of the Farmer Centricity project – a farmer survey due to be conducted in India in Q4 2021 centred on the building and understanding of farmers' needs
- Ensure that the outcomes from this research drive a more farmer centric approach at the organisational level
  - Contribute to the organisation of internal workshops to present the outcomes of the research and gather feedback from different BCI teams
  - Support the Implementation team and other teams in the integration of a farmer centric approach for relevant projects

## Team and administrative support (5%)

- Where required, support the Director of Implementation
- Be a pro-active team member in supporting colleagues, participating in team meetings, providing feedback and updates on relevant projects.
- Be a key player in ensuring that other functions are informed about our team's work and representing the team where necessary.

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

Skills, Knowledge and Experience
<b>Essential</b>
5+ years professional experience in a relevant field
Experience working in an international context, preferably in one or more countries where BCI operates
Experience of working with in-country partners
Ability to analyse and synthesise information and data and use for continuous improvement
Strong project management skills
Proficiency in improving systems and processes and designing supporting tools
Experience working as part of a multi-cultural team
Experience in the field of sustainability or agriculture
Practical experience of using data to drive decision making
<b>Desirable</b>
Experience in a multi-stakeholder initiative or multi-stakeholder dialogue
Good IT competency, and experience with data warehouses, business analytics and data visualisation software such as PowerBI and Tableau
Competency in languages relevant to BCI countries, such as Mandarin, Portuguese, French, Hindi, Urdu, or Turkish
Experience using Salesforce
Experience working in a non-profit organisation
Experience working with farmers
Experience managing external consultants

## 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.

## 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@bettercotton.org](mailto:recruitment@bettercotton.org) with the subject: “Application Senior Programme Coordinator – Maternity Cover” by the 30<sup>th</sup> June 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.