

Traceability Officer

Starting date: As Soon As Possible

Contract type: Fixed term (2 years renewable)

Salary: UK: £27,000 per annum

Location: UK (London, or accessible to London)

Application closing date: 1st November 2021 (Note: we will be reviewing applications as they are received. We will be scheduling interviews prior to deadline. Early application is recommended.)

Background

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 2.3 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.

About this role

As BCI enters its next strategic phase, to achieve our 2030 vision and drive change on the ground for farmers, BCI will make it possible to trace Better Cotton. By introducing traceability, we will continue to generate demand for Better Cotton, supporting our core markets of apparel and textiles while contributing to systemic change.

We work across all kinds of farm types, sizes and geographies. It is crucial that these producers, and the Better Cotton they produce, can continue to access international markets in the face of changing regulatory and business expectations. Traceability represents an opportunity to bring transparency on impact while ultimately meeting our vision to drive change on the ground for farmers.

To deliver traceability, a new team has been formed to develop, launch and roll out a solution over the next 4 years. We're seeking an organised and motivated officer to support administration and coordination of traceability activities. This role would suit someone 1-2 years' work experience. We will also consider university graduates with intern experience and an interest in sustainability.

Responsibilities

Support traceability governance

- Support the organisation of industry task forces and advisory groups including:
 - Meeting support (scheduling, minutes, drafting agendas, etc)
 - Running industry webinars

Communications

- Respond to general enquiries (internal and external) about BCI 's traceability programme while ensuring that communications are well thought out and consistent so that stakeholders feel valued and welcome.
- Contribute as requested to the delivery of membership events, caucus calls, workshops, working groups and conferences

Support stakeholder engagement

- Use BCI's CRM system (Salesforce), to track engagement, responses and develop reports.
- Contribute to the design of workshops and other stakeholder engagement activities and approaches.
- Support the solutions consultant and change manager to gather traceability requirements

Support traceability vendor selection process

- Maintain database of physical and digital traceability technology vendors
- Provide administrative support to vendor selection process

Programmes

- Provide support to coordinate traceability pilots in BCI countries
- Conduct desk-based research as necessary to support the programme (e.g. potential partners, technology solutions, data standards, etc).

Profile

The selected candidate will have the following skills, knowledge, and experience:

Skills, Knowledge and Experience
<i>Essential</i>
<ul style="list-style-type: none"> • University degree, or equivalent higher education qualification, in a relevant field with an interest in sustainability
<ul style="list-style-type: none"> • Willingness to carry out administrative work with excellent attention to detail
<ul style="list-style-type: none"> • Highly proficient IT skills, including but not limited to MS Office suite (PowerPoint, Word and Excel) and database management
<ul style="list-style-type: none"> • Excellent organisational skills, capacity to multi-task and handle a set of different priorities
<ul style="list-style-type: none"> • Good written and verbal communication skills with the ability to communicate clearly and concisely
<ul style="list-style-type: none"> • Knowledge of or interest in textile and commodity supply chains
<ul style="list-style-type: none"> • A self-starter that is keen to learn
<ul style="list-style-type: none"> • Proficient in English (written and verbal)
<ul style="list-style-type: none"> • Ability to work in a team environment
<i>Desirable</i>
<ul style="list-style-type: none"> • Interest in supply chain traceability technologies
<ul style="list-style-type: none"> • Knowledge of a 2nd or 3rd language

Working arrangements



The position is full-time (40 hours per week) and will be based in our London offices. BCI offers flexible working, with core hours of availability being 10am – 4pm UK time and post-Covid working from home options currently being reviewed. Pending Covid restrictions, some travel will be required (10-15%).

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 with subject: **“Application – Traceability Officer”** by Midnight on 1st November 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.