

Grants Coordinator

Starting Date: As soon as possible

Contract type: Open ended, permanent contract

Salary: £34,900 (depending on skills and experience)

Location: London, UK

Application closing date: Midnight CET 19.01.2022

Background

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. Through our network of field-level partners we have trained over 2.5 million farmers - from the smallest to the largest - in 23 countries in more sustainable farming practices. A quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

About this role

The Better Cotton Growth and Innovation Fund (Better Cotton GIF or the Fund) is a global programme designed to support Better Cotton in achieving its goals and reaching cotton farming communities that need the most support. The focus of the Fund is a field-level investment. The Fund invests in sustainable farming practices, training and capacity building, data collection and research to benefit farmers and the environment.

The Administration Coordinator is a new role created to provide support for our field investment fund which makes grants to organisations working around the world with farming communities.

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

Responsibilities

- Provide administration for the grants process throughout all stages of the Fund's cycle (pre-award and post-award)
- Maintain accurate and timely records of grant-making and other programmatic activities.
- Provide technical assistance to grantees with online application and reporting processes.
- Maintain the Fund's database ensuring the accuracy and integrity of data as well as grantee relationship history.
- Coordinate with IT provider to maintain software and train Better Cotton Fund and Programme teams on grant management software

- Assist with required research pertinent to grant due diligence, ongoing review, and end of project analyses.
- Work with programme team to coordinate and maintain grant cycle calendar and site visit schedules; assist with the preparation of grant related materials for Fund committees and board meetings.
- Support the Fund’s finance and communication functions; generate requested information, data and reports from information maintained in the grants management database or other sources of information.

The role is expected to evolve in line with the Better Cotton Field Fund priorities.

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"> • Bachelor’s degree or equivalent work experience in a relevant field.
<ul style="list-style-type: none"> • Advanced MS Office skills
<ul style="list-style-type: none"> • Strong organisational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
<ul style="list-style-type: none"> • Ability to take initiative and manage projects assigned to completion, with minimal supervision.
<ul style="list-style-type: none"> • Creative and innovative thinker, who actively presents new opportunities, proposes solutions and recommends best practices.
<ul style="list-style-type: none"> • Ability to develop rapport with partners globally, and engender trust.
<ul style="list-style-type: none"> • Willingness to do routine tasks
<ul style="list-style-type: none"> • Ability to work both independently and as part of a team.
<ul style="list-style-type: none"> • Commitment to the aims of Better Cotton
<i>Desirable</i>
<ul style="list-style-type: none"> • Proven grant administration experience (working with donors or beneficiaries)
<ul style="list-style-type: none"> • Experience in working with third-party service providers, professional and technical advisors.
<ul style="list-style-type: none"> • Experience with donor and grant-making software (i.e. Salesforce, Survey Monkey etc)
<ul style="list-style-type: none"> • Previous experience or personal interest in sustainable agriculture and/or supporting rural communities
<ul style="list-style-type: none"> • Experience in grant-making

Working arrangements

The position is full-time (40 hours per week) and will be based in the London office. Better Cotton offers flexible working, with core hours being 10 am – 4 pm and the option to work from home one day per week (or more depending on Covid situation).

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 the subject: "Application Fund Administration Coordinator" by midnight CET **19.01.2022** at the latest. Applications will be reviewed on a rolling basis and first interviews will take place before the deadline, so early submission is recommended.

Better Cotton 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.

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted. Better Cotton is an equal opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.