

HR Coordinator– Policies and Projects

Starting Date: As soon as possible

Contract type: Permanent, open-ended

Salary: £36,480

Location: London, UK or Geneva, Switzerland

Application closing date: Midnight 10.04.2022 GMT

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

Better Cotton is seeking a proactive and results-oriented HR professional to fill a newly created role in the organisation's global HR team. Recent and continued organisational growth requires HR policies and procedures to be evolved and effectively implemented across an international team of staff.

As Global HR Coordinator, you will coordinate our ongoing efforts to ensure understanding and consistent application of HR policies through the organisation supported by a process of digital transformation of related systems. The work covers a number of global locations. The position will support the implementation, training and review of HR policies and procedures as well as improving the capture, analysis and reporting of HR related data.

This is an exciting role for someone with existing experience with HR and / or project coordination and ambition to grow into a role focused on policy, procedures, and data analysis in HR. We are looking for a highly organised individual with excellent communication and employee engagement skills looking to make a difference in a mission driven organisation working in an international setting.

The HR global team is currently composed of an HR Assistant, an HR Officer and an HR Manager. This position will report into the HR Manager and work closely with the rest of the global team, as well as HR points of contact in China, India and Pakistan.

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

Responsibilities

As Global HR Coordinator, you will coordinate our ongoing efforts in continuously professionalising and streamlining our HR approach.

Policy implementation & compliance

- Coordinate planning and delivery of activities to implement HR policies
- Develop and deliver guidance and training for Better Cotton staff and line managers about HR policies, practices, and procedures
- Monitor consistent application of HR policies and procedures across different Better Cotton locations and make recommendations, contributing proactively to the continuous improvement of Better Cotton's performance as an employer
- Coordinate timely review of policies and communication of updates or changes to any such documents and/or procedures
- Work with country HR staff to identify local legal HR legal requirements and support relevant processes and activities to ensure compliance
- Track budget for training and other relevant items

Data & reporting

- Support the move to a more systematic approach on reporting on HR data
- Improve processes and systems for HR data capture and to ensure consistent and accurate data
- Analyse employee and HR data and help prepare regular reports for the executive group
- Contribute to the digital transformation of HR for further automation of HR processes, leading to improved user experiences across the organisation

Contracts & office locations

- Research requirements for possible new country location and identify implications for HR policies and processes and employee contracts, liaising with finance team of tax and social security cost issues
- Coordinate salary benchmarking for
- Provide project coordination for expansion of Better Cotton into new office/employee locations, including planning, budgeting and implementation

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"> • Qualification or education in related field (HR management/administration, project management, etc) or equivalent work experience
<ul style="list-style-type: none"> • Previous experience in an administration or coordination role, ideally in an HR or project related environment
<ul style="list-style-type: none"> • Good working knowledge of Microsoft 365 package (Outlook, Word, Excel, Sharepoint) or evidence of picking up IT programmes and systems quickly
<ul style="list-style-type: none"> • Experience in or affinity with coordinating processes / process improvements
<ul style="list-style-type: none"> • Demonstrable project coordination and time management skills, able to deliver several projects/activities in parallel
<ul style="list-style-type: none"> • Confident in communicating with a wide range of people from different backgrounds and cultures
<ul style="list-style-type: none"> • Proficient in English with well-structured oral and written communications skills.
<ul style="list-style-type: none"> • Ability to take initiative and work independently
<ul style="list-style-type: none"> • Comfortable working to deadlines
<ul style="list-style-type: none"> • Interest in and commitment to sustainability
<i>Desirable</i>
<ul style="list-style-type: none"> • Experience working in an HR role in a growing organisation
<ul style="list-style-type: none"> • HR and/or project management qualification or working towards
<ul style="list-style-type: none"> • Experience working in an international setting

Working arrangements

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

Travel will be required ***

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief cover letter (2 pages maximum) to Better Cotton by applying via [this link](#).

Application deadline: 10.04.2022

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.

Better Cotton has a zero tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for

disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution.