

Programme Manager – Assurance (India) – Maternity Cover

Starting Date: As soon as possible, latest by 5 August 2022

Contract type: Fixed-term contract (1 year maternity cover)

Location: New Delhi, India

Salary: Competitive salary commensurate with experience

Application closing date: 10 July 2022

Background

Better Cotton is the largest cotton sustainability programme in the world. In under 12 years, we and our Partners have supported 3 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 21% 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. Our mission is to help cotton communities survive and thrive, while protecting and restoring the environment; and we are currently about to embark upon our next strategic phase until 2030, when our focus will be on deepening impact across our programmes.

About this role

Under the line management of the India Country Director and the matrix management of the Standards & Assurance team, the Programme Manager – Assurance (Maternity Cover) will support the successful, rapidly expanding implementation of the Better Cotton programme in India. S/he will take the lead in ensuring that assurance¹ activities are carried out in a consistent and credible way at country level, in line with global processes. The Programme Manager - Assurance will oversee collection and upkeep of Producer and field-level data in BCI's various data systems, monitor the activities of implementing partners² (IPs), feed into IP evaluations and funding mechanisms, and provide overall management and coordination to the BCI India Programme team around assurance activities. S/he will ensure the credibility of the information collected from the field and contribute to the understanding of the Impacts of Better Cotton in India.

The Delhi office supports & coordinates the work in India and works closely with the Geneva/London offices, which represent BCI globally.

Key responsibilities

Assurance Programme Implementation

¹ Assurance covers the auditing and monitoring systems to ensure farmers participating in the Better Cotton programme meet essential requirements.

² BCI works through a network of field-level partners to engage with farmers and workers for the implementation of the Better Cotton programme.

- Lead the execution of and provide quality oversight for the Assurance Programme in India, in accordance with BCI's global assurance approach and requirements; provide support to Global Assurance Manager and coordination with India Programme Team.
- Help define the necessary resources and budgets to carry out assurance plans in India; track progress against budgets during the year.
- Develop annual implementation plans for the Assurance Programme schedule of activities, and ensure the programme is fully implemented in a timely, comprehensive, and compliant manner.
- Plan and support execution of the annual schedule of Licensing Assessments (i.e. farm level audits), enabling them to most effectively be used as a credible Assurance tool.
- Ensure licensing assessments also act as a means to provide guidance and feedback facilitating continuous improvement of Producers.
- Support and liaise with 3rd Party Verifiers (3PV) to carry out their verification functions.
- Ensure that all relevant assessment reports including Self Assessments and second- and third-party Licensing Assessment reports meet requirements on accuracy, timeliness, and completeness.
- Provide oversight on assessment reports by BCI staff and 3rd Party Verifiers to help promote clear, well-evidenced, and consistent assessment decisions and reporting.
- Coordinate recruitment, training, contracting, and oversight of approved 3rd Party Verifiers at country level.
- Maintain collaboration with 3rd Party Verifiers for effective working relationships; support them to carry out their verification assessments and share feedback for continuous improvement.
- Ensure timely and complete Seasonal Reporting from all Producers throughout the season.
- Oversight to ensure that all Results Indicator Data is collected in a timely manner, and cleaned, verified and analysed.
- Timely and accurate communication of licensing decisions and related codes to all Producers in India, as well as coordination with the Global Supply Chain team on the same.
- Assist in follow-ups for Corrective Actions related to Licensing Assessment findings, and advise for any change in licensing status.

Data Management / Monitoring, Evaluation & Learning (MEL)

- Lead on Data collection processes and quality; ensuring that MEL is effectively incorporated into the India Programme Team's activities, with adequate budget and resourcing.
- Ensure that BCI's online database (Salesforce) is updated in a timely manner and all relevant information is filled in.
- Provide effective and analytical inputs to support and grow on-going MEL projects and related special projects in India.
- Support Indian IPs to develop their own internal evaluation efforts, build their own internal approaches to outcome/impact evaluation, and equip them to proactively evaluate their own field-level progress to supplement BCI's M&E work.
- Share the results of data analysis to facilitate and inform continuous improvement among participating farmers and Producers.

Other areas of support with Capacity Building / Partner Management / Partner funding

- Support to Capacity Building Manager, as needed, to ensure that capacity building for Partners/Producer Unit Managers focuses on key sustainability impacts and areas for farm improvement.
- Support Partners with submitting high quality funding applications, as needed, including accurate and comprehensive recommendations to facilitate funding decision-making in India.
- Provide support, input or be part of Global Projects as and when requested.

Financial Accountability

- India Assurance budget is efficiently and judiciously managed. Timely preparation of quarterly expense forecasts and reports for India Assurance, as well as budgeting and contracting for 3rd Party Verifiers and other external consultants utilised for the execution of Assurance activities.
- Contribute to preparation of annual budget, especially for the activities directly related to the Assurance programme.
- To ensure that expenditures are within the allocated budget and financial resources are effectively used and associated reporting on the budget is done in a timely manner.

Line Management

- Contribute to building a strong and cohesive BCI India team that represents the ethos and values of the organisation, and manage them effectively in the achievement of their objectives.
- Directly supervise BCI Programme team in India involved in the activities related to assurance programme, and MEL.
- Effective team management and support (building the team, mentorship and line management of reportees (around 5 Programme Officers &/or Coordinators).

Beyond these specific responsibilities, the incumbent is expected to collaborate on activities as agreed with the India Country Director.

Profile

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

<i>Skills & Knowledge</i>
<i>Essential</i>
University degree, or equivalent higher education qualification, in a relevant field
Demonstrated interest in sustainability and international development
Excellent team and people management skills
Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude
Excellent analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges within clearly defined boundaries
Fluent in English– ability to communicate clearly and concisely

Excellent organisation and capacity to handle a set of different priorities several projects running in parallel
Proven ability to work autonomously with a high level of personal effectiveness and ability to adapt to changing priorities
Willingness to carry out administrative tasks
Good communication skills with the ability to communicate clearly and concisely, as well as the ability to assimilate and process information for wide-ranging audiences.
Excellent IT skills, including Word; PowerPoint; Excel
<i>Desirable</i>
Academic background in rural/agricultural development and sustainability
Advanced numerical skills and experience in analysing large data sets
Good understanding of knowledge management, learning and innovation
Understanding of the training-of-trainers process, monitoring & evaluation or standards systems
Competency in languages most relevant to BCI India's areas of programmatic operation (Hindi, Marathi, Gujarati, Telugu, Kannada).

Experience
<i>Essential</i>
At least 8 years' work experience with a minimum of 5 years in a management role in a relevant field
Experience of project management (preferably in an international context)
Experience working as part of a multi-cultural team
<i>Desirable</i>
Experience in a multi-stakeholder initiative or supporting multi-stakeholder dialogue and consultation
Experience in a not-for profit organisation
Experience with standards systems and assurance, auditing or certification
Experience working in the agricultural commodity sector

Working arrangements

The position is full-time (40 hours per week) and will be based in New Delhi. BCI offers flexible working, with core hours being 10am – 4pm and the option to work from home part of the time, if desired. During COVID-19, Work From Home arrangement can be offered for an eligible candidate who is able to effectively work remotely.

Applications

Interested applicants with the required attributes are requested to apply with a detailed CV (**2 pages maximum**) and a motivational letter (**1 page maximum**) [via this link](#).

Application deadline: 10 July 2022

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.

Better Cotton is an equal opportunities 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.