

# Traceability Programme Coordinator

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**Starting Date:** As soon as possible  
**Contract type:** Fixed term (2 years renewable)  
**Location:** UK (London or accessible to London)  
**Salary:** £34,900 - £37,000 dependent on experience  
**Application closing date:** Midnight 25.05.2022

## 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 brought together cotton industry stakeholders to drive our common goals, 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

As Better Cotton enters its next strategic phase, to achieve our 2030 vision and drive change on the ground for farmers, we are developing the ability to physically 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 throughout the global textile supply chain (from farmer, ginner, trader, spinner, mill, manufacturer to brand/ retailer).

We work across all kinds of farm types, sizes and geographies. It is crucial that all 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 global team is being formed in Better Cotton to develop, launch and roll-out a new solution over the next 4 years. This is a great opportunity to join a team that is building something truly transformational from the ground up. We are looking for a driven and highly skilled programme coordinator to play an essential role in supporting the successful delivery of this complex, multi-dimensional change programme. The role encompasses project management for complex pilot design and roll-out, supply chain analysis, programme administration and support for stakeholder engagement.

The work environment is high paced but within a supportive and energetic team. It requires someone with excellent project management skills, with the ability to prioritise while working with cultural

sensitivity and to deliver high quality work in collaboration with internal and external stakeholders. Interest in supply chain technologies is desired, experience in this sector is a plus. The role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

To learn more about Better Cotton's current chain of custody model and work on traceability, please visit [this page](#) on our website.

## Responsibilities

**Reporting into:** Traceability Engagement Manager

### 1. Perform research and analysis into cotton supply chains

- Research cotton supply chains in countries where Better Cotton is present to produce visual maps and comprehensive country level supply chain analyses. This will be done through:
  - Producing succinct literature reviews
  - Leading calls with in-country experts (internal or external)
  - Analysing Better Cotton supply chain data

### 2. Support the design and management of cotton traceability pilots

- Conduct research to help design country pilots testing new traceability solutions throughout the cotton supply chain. This research will help identify potential pilot participants, technology solutions, cotton physical markers and will inform overall pilot design.
- Contribute to pilot project management, through developing presentations, creating project management tools and evaluation metrics, organising key meetings and workshops (drafting agendas and minutes) and coordinating follow up
- Create training materials for supply chain actors who will be piloting the new traceability solution
- Provide support to the global Better Cotton traceability team as needed to ensure the success of these pilots

### 3. Design stakeholder engagement tools and processes

- Develop tools to solicit and receive, analyse and organise stakeholder input
- Use existing systems, such as Better Cotton's CRM system (Salesforce) and Monday.com to track engagement, responses and develop reports
- Design and analyse surveys (with 1,000+ respondents)
- Contribute to the design of workshops and other stakeholder engagement activities and approaches through creating presentations and relevant documentation

### 4. Support the global roll-out of Better Cotton's new traceability solution

- Help establish profiles for each supply chain actor to inform the roll-out of Better Cotton's new chain of custody model and traceability solution
- Working closely with technical experts within Better Cotton, help develop trainings for the roll out of the new solution

- Perform research and data analysis as needed to inform the roll-out phase

#### 5. Other duties

- Ensure excellent knowledge management across all areas of work mentioned above
- Support governance meetings as necessary
- Support the creation of fundraising proposals as necessary
- Perform any other duties assigned by your line manager

## 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"> <li>• University degree, or equivalent higher education qualification, in a relevant field with an interest in sustainability</li> </ul>
<ul style="list-style-type: none"> <li>• Substantial amount of relevant work experience</li> </ul>
<ul style="list-style-type: none"> <li>• Experience working in sustainability, international development and/or global supply chains (for textiles or other commodities)</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated organizational skills, ability to prioritize tasks and manage time efficiently while maintaining attention to detail</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills in English with the ability to communicate clearly and concisely</li> </ul>
<ul style="list-style-type: none"> <li>• Strong teamworking skills – demonstrated experience of working with people from different cultures</li> </ul>
<ul style="list-style-type: none"> <li>• Experience with project and knowledge management tools</li> </ul>
<ul style="list-style-type: none"> <li>• Self-starter, comfortable with navigating uncertainty</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated integrity and business ethics</li> </ul>
<ul style="list-style-type: none"> <li>• Willingness to carry out administrative work with due attention to client detail</li> </ul>
<ul style="list-style-type: none"> <li>• Proficient IT skills, including but not limited to MS Office suite (PowerPoint, Word and Excel).</li> </ul>
<i>Desirable</i>
<ul style="list-style-type: none"> <li>• Experience working in the supply chain of a large retailer, brand or textile supplier</li> </ul>
<ul style="list-style-type: none"> <li>• Experience managing and processing administrative records, financial data, and improving data integrity</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of traceability and associated technologies</li> </ul>
<ul style="list-style-type: none"> <li>• Experience designing and delivering trainings</li> </ul>
<ul style="list-style-type: none"> <li>• Relevant qualifications in project and programme management techniques (e.g. PRINCE2 Practitioner)</li> </ul>

- Knowledge of a second or third language

## Working arrangements

The position is full-time (40 hours per week) and will be based in our London office. Better Cotton 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 may be required occasionally.

Interested applicants with the required attributes are asked to send, in English, a detailed CV (3 pages maximum) and a brief cover letter (2 pages maximum) to Better Cotton by applying [via this link](#).

**Application deadline:** Midnight 25.05.2022

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.