

# Traceability Programme Officer

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**Starting Date:** As soon as possible  
**Contract type:** Fixed-term (2 years renewable)  
**Salary:** £28,100  
**Location:** London, UK  
**Application closing date:** Midnight 07.09.22

## 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 ginner and spinner 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, Better Cotton 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 farming communities.

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 internal communications and system use, and programme management. 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 the Traceability team with internal communications

- Work with activity leads to prepare regular updates for the team, function and organisation on key traceability programme activities and milestones

- Take minutes and action follow-up for internal coordination meetings, including with the Better Cotton Membership and Supply Chain team
- Maintaining team filing system with a view to ensuring that all members can access key info

#### Support on external communications

- Respond to general enquiries (internal and external) about Better Cotton '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

- Contribute to the design of workshops and other stakeholder engagement activities and approaches.

#### Support programme management

- Support the Traceability Manager manage and maintain online programme management tools including workplans and risk logs.
- Provide administrative support to procurement and financial reporting processes, including raising awareness of any material changes to policies or processes.
- Act as a coordinating bridge between the traceability team, procurement and the Better Cotton finance team

#### Support on other areas, as defined by line manager

## Profile

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

Skills, Knowledge and Experience
<b>Essential:</b>
<ul style="list-style-type: none"> <li>• University degree, or equivalent higher education qualification, in a relevant field with an interest in sustainability</li> <li>• Experience or an interest in communications, stakeholder engagement and project management</li> <li>• Well organised with excellent attention to detail</li> <li>• Highly proficient IT skills, including but not limited to MS Office suite (PowerPoint, Word and Excel) and database management</li> <li>• Able to multi-task and handle a set of different priorities</li> <li>• Good written and verbal communication skills with the ability to communicate clearly and concisely</li> <li>• Knowledge of or interest in textile and commodity supply chains</li> <li>• A self-starter that is keen to learn</li> <li>• Proficient in English (written and verbal)</li> <li>• Ability to work in a team environment</li> </ul>
<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Knowledge of project management tools and approaches</li> </ul>

<ul style="list-style-type: none"><li>• Exposure to grant management, particularly donor reporting and procurement requirements</li></ul>
<ul style="list-style-type: none"><li>• Knowledge of a 2<sup>nd</sup> or 3<sup>rd</sup> language</li></ul>

## Working arrangements

The position is full-time (40 hours per week) and will be based in our London offices. Better Cotton offers flexible working, with core hours of availability being 10am – 4pm UK time and the option to work from home 4 days per week. Some travel may be required (10-15%).

## 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: 07.09.22**

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