Traceability Project Manager
(Part Time)

Starting Date: As soon as possible
Contract type: Part time (20-30 hours per week = 50%-75% work percentage), fixed term 2-year contract (possibility to extend)
Salary: £52,000-£55,000 (for 100%) - will be pro rata
Location: London, UK
Application closing date: 12.09.2022

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
As Better Cotton enters its next strategic phase, to achieve our 2030 vision and drive change on the ground for farmers, BCI 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 highly skilled project manager to support the Sr programme manager on project management and ensuring the right level of documentation. This role would suit someone with experience in project management for operations and/or technology that is now seeking to work flexibly. For the right person we are willing to accommodate 20-30 hours over 3-5 days depending on your needs (core business hours are from 10-4 with some flexibility). There is scope for this role to become full time in future if desired.
This role will report into the Senior Traceability programme Manager.
Responsibilities

Programme documentation support and governance
- Maintain programme plan and RACI
- Manage programme risk log, coordinate controls/mitigations, and chair monthly risk meetings
- Finding the right balance in level of programme documentation for the Better Cotton context
- Work with the Senior Manager to plan the longer-term programme and create associated programme documentation
- Develop and maintain project documentation for key projects within the programme
- Document and communicate key decisions and action points to the team and sponsor from weekly traceability programme meetings and project-specific meetings
- Oversee the redesign of our SharePoint structure ensuring a logical and fit-for-purpose hierarchy for the storing and organisation of information

Project management
- Managing specific projects within the programme which could include:
  - System build and launch of our new traceability technology (developed in partnership with an external technology provider and the Sr Product Coordinator)
  - Development of the traceability claims framework: working with internal experts to manage the critical path for development of the claims framework including internal, external and legal consultation
  - Project management of traceability pilots in partnership with in-country traceability staff (China, Brazil or USA)
  - Supervise and coach junior team members to project manage in country pilots

Communications
- With support from an officer and the communications team, manage the timing, sequence and volume of traceability communications going out to members
- Ensure that external communications with our membership, potential members and other stakeholders is delivered in line with core programme objectives
- Together with the Sr Programme Manager and Change Manager, define and action an internal communication plan to provide regular project updates across the business
- Engage with key internal teams and stakeholders as required to keep them informed of the project

Driving a culture of project management that fits the Better Cotton context
- Define project management methodologies and associated templates to be used across the team
- Monitor the effectiveness of methodologies and templates to guide and coach more junior colleagues within the team to develop and improve their own project management plans and methodologies
- Develop knowledge and a culture of robust project management within the traceability team

Support on other areas, as defined by line manager

Profile

The selected candidate will have the following skills, knowledge, and experience:
Skills, Knowledge & Experience

**Essential:**
- University degree, or equivalent higher education qualification, in a relevant field with an interest in sustainability
- A proven track record of successful project management delivery in a demanding commercial environment
- Experience with Agile, Waterfall and Prince 2 or APMP methodologies
- Ability to design appropriate project documentation for the scale/complexity of the project
- Exceptional stakeholder management skills; able to influence others and work with people from different backgrounds
- Excellent facilitation skills; able to navigate a group to a clearly defined output/outcome
- Ability to successfully manage others in a matrix structure
- Well organised with excellent attention to detail
- Highly proficient IT skills, including but not limited to MS Office suite (PowerPoint, Word and Excel) and database management
- Able to prioritise tasks and adapt to changing requirements
- Good written and verbal communication skills with the ability to communicate complex information succinctly
- Proficient in English (written and verbal)
- Ability to work in a team environment

**Desirable:**
- Knowledge of cotton or textiles industry
- Experience working internationally
- Experience launching new technologies
- Knowledge of a 2nd or 3rd language

**Working arrangements**

The position is part-time (20-30 hours per week to be negotiated with the candidate) 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 up to 4 days per week. Some travel could be required (5-10%) but is not an essential part of this role.

**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 via this link

**Application deadline: 12.09.2022**

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