



Events Coordinator (Logistics)

Starting Date: ASAP

Contract type: Permanent

Salary: £36,400, UK

Location: London, UK

Application closing date: 30.09.2022

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. Better Cotton's members include many of the world's leading retailers and brands, such as IKEA, adidas, H&M, and Gap Inc. Everyone who cares about cotton and its sustainable future can now be part of something better.

About this role

Better Cotton is now seeking an Events Coordinator to support the preparation and execution of our Programme Partner Meeting, the Better Cotton Conference and other internal and external events.

This is an excellent opportunity for anyone aspiring for a career in the sustainability sector to build his or her skills and experience in international event planning and coordination as well as in working in a fast-paced global multicultural not-for-profit.

The Better Cotton Conference is an annual event that welcomes the entire cotton sector to come together, providing an opportunity to connect, network and collaborate with a diverse community of changemakers along the cotton value chain. The conference gives a unique opportunity to engage in forward-thinking debates with global leaders and field-level experts and creates an environment where the challenges of sustainable cotton can be explored and navigated through dynamic discussion. In 2022, after a 3-year hiatus due to the pandemic, Better Cotton hosted a two-day hybrid conference in Sweden, bringing together 180 people in-person and 290 online.

The Programme Partner Meeting is designed to bring key stakeholders together, who are responsible for executing the Better Cotton Standard at the field level. The meeting focuses on sharing best practices in implementing the Better Cotton Standard and discussing solutions to implementation challenges faced in the field. The next Programme Partner Meeting is due to take place in Thailand in February 2023, bringing together 130 people in-person.

The Event Coordinator would spend 50% of her/his time on each event, supporting heavily on the logistical aspects and reporting to the Events Manager with matrix management from the Capacity Building Manager. You will receive training and deliver work in coordination with global staff based across the world. This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

Responsibilities

Venue & Service Providers

- Research and support in the selection of international venues and service providers that are fit for the needs of each event.
- Communicate with the final venues and service providers, completing procurement processes and communicating updates as and when needed to internal and external stakeholders.
- Research and manage tendering process to secure online platforms that are fit for purpose to deliver exciting and engaging online events.
- Manage relationships with key service providers, including interpreters and ensure they have all preparatory content in advance of event.

Logistics

- Oversee process for event registrations and respond to event-related enquiries.
- Support with budget management, ensuring events remain within budget, appropriate records are maintained, and required payments are made in line with defined processes.
- Lead on post event reporting and analysis, providing valuable insights to support development and continuous improvement for future events.
- Collaborate with internal and external stakeholders and communicate clear deadlines and priorities based on the critical path.
- Support the logistical needs of speakers, attendees, staff, and interpreters including providing guidance on travel and support with visas.
- Support with other logistical tasks as needed.

Content

- Support in organising an event agenda and communicating this with relevant internal and external speakers and facilitators.
- Collaborate with colleagues to identify and manage the outreaching process to secure speakers.
- Manage the organisation of content, documentation, and presentations in a timely manner.

Profile

We are looking for someone with excellent command of English, who is versatile and organised, with good people, communication and project management skills. The right person is self-motivated and comfortable working in a dynamic environment with multiple tasks and activities to support. The opportunity is ideal for someone who wants to gain valuable experience in how a not-for-profit organisation operates and have exposure to numerous exciting international events in sustainability.

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

Skills, Knowledge and Experience

<i>Essential</i>
<ul style="list-style-type: none"> • 3+ years' experience in event planning and delivery.
<ul style="list-style-type: none"> • Demonstrated experience working with membership, financial and/or CRM administration, and systems improvement and management.
<ul style="list-style-type: none"> • Strong time management and organisational skills and ability to meet deadlines.
<ul style="list-style-type: none"> • Ability to problem solve creatively and logically, addressing key issues and communicating internally and externally.
<ul style="list-style-type: none"> • Strong interpersonal skills and the ability to work effectively within a collaborative team.
<ul style="list-style-type: none"> • Ability to work both independently and as part of a team.
<ul style="list-style-type: none"> • Experience in managing and processing administrative records, financial data, events data, survey metrics, and improving data integrity.
<ul style="list-style-type: none"> • Experience in dealing with commercial organisations
<ul style="list-style-type: none"> • Experience working as part of a team, and willingness to give good service internally and external to the organisation.
<ul style="list-style-type: none"> • Experience in using Salesforce or other CRM system and in financial administration.
<ul style="list-style-type: none"> • Experience in Project Management and knowledge of PM tools.
<ul style="list-style-type: none"> • Fluent in English (written and spoken) – ability to communicate clearly and concisely.
<ul style="list-style-type: none"> • 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.
<i>Desirable</i>
<ul style="list-style-type: none"> • Experience working with in sustainability or apparel industries.
<ul style="list-style-type: none"> • Experience in a member-based organisation, or sales.
<ul style="list-style-type: none"> • Flexible individual with experience working in a multicultural and multilingual environment across time-zones.
<ul style="list-style-type: none"> • Knowledge of second or third language.

Working arrangements

The position is full-time (40 hours per week) and will be based in the London office. Better Cotton offers flexible working, with core hours being 10am – 4pm and the option to work from home a few days a week. Travel may be required.

Applications

Interested applicants with the required attributes are asked to send a detailed CV (2 pages maximum) and a motivational letter (1 page maximum) in English by applying [via this link](#).

Applications Deadline: 30.09.2022

We thank all applicants for their interest; however only shortlisted candidates will be contacted.



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.