

# Events Officer

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**Starting Date:** ASAP

**Contract type:** Permanent

**Salary:** UK: £28,100 / Netherlands: 36,000 EUR / India: INR 1,296,000

**Location:** London, Netherlands (remote), India (remote)

**Application closing date:** Midnight GMT 27.11.2022

## 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 Officer to support the preparation and execution of the Better Cotton Conference, Programme Partner Meeting 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.

This role would report to the Events Manager based in London. 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

- Collect and co-ordinate information from event contributors so it is shared as needed—speakers, sponsors, service providers.
- Setup and co-ordinate preparatory meetings and touch points with event contributors.

- Support with supplying event information across all event platforms—registration, hybrid event and website platforms.
- Assist in updating event details across all event platforms as it changes—speaker profiles, agenda items, sponsor listings, forum topics, other travel information.
- Reply to event enquiries, supporting attendees with visa documentation, online engagement, registration and more.
- Co-ordinate with the Better Cotton Finance Team to process event registration income, sponsorship income and payment of service providers.
- Participate in relevant meetings, preparing progress summaries and flagging needs.
- Ensure that public facing event information is aligned and up to date.
- Support coordination of communications going out to attendees.
- Ensure that attendees receive the logistical support they need to attend.
- Support with other logistical tasks as needed to deliver on the Better Cotton Events Strategy.

## Profile

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

<b>Skills, Knowledge and Experience</b>
<b>Essential</b>
<ul style="list-style-type: none"> <li>• Highly proficient in using Microsoft 365 Suite—Outlook, Excel, PowerPoint, Word</li> </ul>
<ul style="list-style-type: none"> <li>• Able to communicate clearly, summarising information and priorities.</li> </ul>
<ul style="list-style-type: none"> <li>• Strong time management and organisational skills and ability to meet deadlines.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to problem solve creatively and logically, addressing key issues and communicating internally and externally.</li> </ul>
<ul style="list-style-type: none"> <li>• Strong interpersonal skills and the ability to work effectively both independently and within a collaborative team.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in managing and processing administrative records, financial data, events data, survey metrics, and improving data integrity.</li> </ul>
<ul style="list-style-type: none"> <li>• Fluent in English (written and spoken) – ability to communicate clearly and concisely.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience working with in sustainability or apparel industries.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in a member-based organisation, or sales.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated experience working with membership, financial and/or CRM administration, and systems improvement and management.</li> </ul>
<ul style="list-style-type: none"> <li>• Flexible individual with experience working in a multicultural and multilingual environment across time-zones.</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of second or third language.</li> </ul>

## Working arrangements

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

Please note, candidates hired from India will be hired through our Employer of Record.

## 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](#).

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.