

Traceability IT Officer

Starting Date: as soon as possible

Contract type: Full time, permanent

Salary: UK: £28,100 per annum
India: INR 1,296,000 INR per annum
Amsterdam: 35,000 EUR per annum

Location: UK (London, or accessible to London),
India (Delhi, or accessible to Delhi) or
The Netherlands (remote working)

Application closing date: Midnight Sunday 8th January 2023 GMT

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

Better Cotton is now seeking an organised and motivated Traceability IT Officer. As Better Cotton enters its next strategic phase, to achieve our 2030 vision and drive change on the ground for farmers, we 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. As an officer, you will support (and report into) the Senior Product Coordinator on developing our supplier engagement and compliance tools. This role would suit someone with 1-2 years' work experience that is interested in a career in IT product management. This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

Responsibilities

General responsibilities

- Provide administrative and procurement support on technical projects
- Coordinate meetings with internal and external stakeholders

Specific responsibilities

Support the development, testing and release of the traceability digital platform

- Work with the Senior Product Coordinator to manage a prioritised backlog of features to be implemented in the traceability digital platform
- Assist in the testing and assessment of the platform during the build phase, with a keen eye to detail to spot bugs or functionality not performing as expected
- Assist in the review and incorporation of user feedback

Contribute to technical projects & technical documentation

- Work with the Senior Product Coordinator to develop and document requirements in a fast-paced, ever-changing environment
- Learn to work on technology product development, across the whole product lifecycle
- Assist with the development and maintenance of technical documentation, ensuring it is up to date and accurately reflects any changes in the system logic

Contribute to technical problem-solving & communication

- Assist with problem-solving meetings e.g. prepare for workshops, take notes and summarise findings, contribute thoughts on problems
- Support on the communication of technical problems, with a strong emphasis on models and diagrams to explain complex topics to a wide variety of stakeholders

Support on other areas of the Traceability programme development and rollout may be required at times, as defined by the 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"> • University degree, equivalent higher education qualification, and/or equivalent work experience in a relevant field
<ul style="list-style-type: none"> • An interest in sustainability
<ul style="list-style-type: none"> • Knowledge of product management tools and approaches
<ul style="list-style-type: none"> • Experience or an interest in stakeholder engagement, research, and project management relating to IT
<ul style="list-style-type: none"> • An analytical, creative thinker with excellent computational skills
<ul style="list-style-type: none"> • Well organised with excellent attention to detail
<ul style="list-style-type: none"> • Highly proficient IT skills, including but not limited to MS Office suite (PowerPoint, Word and Excel) and database management
<ul style="list-style-type: none"> • Able to multi-task and handle a set of different priorities
<ul style="list-style-type: none"> • A self-starter that is keen to learn
<ul style="list-style-type: none"> • Proficient in English (written and verbal)

<ul style="list-style-type: none"> • Ability to work in a team environment
<i>Desirable</i>
<ul style="list-style-type: none"> • Experience of UX/UI or user focused product development
<ul style="list-style-type: none"> • Experience of data models, logic diagrams or equivalent e.g. software development, data science, systems engineering, or other background that has a compelling foundation in analytical and logical reasoning
<ul style="list-style-type: none"> • Knowledge of a 2nd or 3rd language

Working arrangements

The position is full-time (40 hours per week) and will be based in our London or New Delhi offices (hybrid) or remotely in the Netherlands. For candidates hired in the Netherlands, your official contract will be with our Service Provider for remote staff in the Netherlands. Better Cotton offers flexible working, with core hours being 10am – 4pm. Some travel may be required (10-15%).

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV (2 pages maximum) and a brief cover letter (1 page maximum) to Better Cotton via [this form](#).

Application deadline: Midnight Sunday 8th January 2023 GMT

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