

# CEO Office Administrative Officer

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**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:** 19<sup>th</sup> February 2023

## 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 organizations 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 Administrative Officer to support the CEO Office in the governance of the organization.

This is an excellent opportunity for anyone aspiring for a career in the sustainability sector and build their skills and experience in project administration, coordination and communications.

You will play a key role in the good governance of the organization in regular contact with the CEO and CEO Office Manager working cross functionally with a global team of around 200 people.

## Responsibilities

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## Governance Support

- Supporting the CEO Office Manager for the preparation of council calls, meetings, Council elections, and other projects
- Supporting the preparation of presentation materials on Better Cotton Governance, functioning of the Council
- Support the CEO Office Manager in drafting pre-reads and other documents for council meetings
- Assist with the implementation of the governance review project tasks
- Take notes and minutes in meetings when required and ensure communication of notes and proactive follow up of action points
- Support the CEO Office Manager in the development of the Council member induction schedule and material

## Administrative Tasks

- Coordinate council signatures of agreements, official documents at the request of other teams
- Handle onboarding documentation for incoming council members
- Support council attendees with travel logistics for council meetings
- Co-ordinating calendars: managing placeholders and organizing meetings for council calls, the CEO, Leadership Team and the Executive Group
- Provide support for the General Assembly, managing registration and attendees
- Help arrange welcome sessions to incoming staff by the CEO in coordination with the HR

## Council elections

- Create outreach and communications content on elections for emails, linked-in and the Better Cotton website
- Respond to member queries on applications
- Manage the engagement platforms for the membership categories and facilitate member-candidate interactions
- Support the CEO Office manager, communications manager, and membership manager in the management of project deliverables
- Create social-media content on the elections
- Support the project team in increasing the visibility of Council elections amongst members and attract suitable candidacies during the elections and co-optation period
- Research potential candidates for the elections and the co-optation period
- Develop campaign materials for all election candidates during the virtual campaigning period
- Support the management of the voting platform, respond to member queries on login details and, collect and present results
- Support the caucus calls and ensure candidates receive the support they need for their presentations

## Profile

Skills, Knowledge, and Experience
Essential
<ul style="list-style-type: none"> <li>University degree, equivalent higher education qualification, and/or equivalent work experience in a relevant field</li> </ul>
<ul style="list-style-type: none"> <li>Interest in sustainability</li> </ul>
<ul style="list-style-type: none"> <li>Highly proficient in using Microsoft 365 Suite: Outlook, Excel, PowerPoint, and Word</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>Ability to work effectively within an international and multi-cultural team</li> </ul>
<ul style="list-style-type: none"> <li>Strong time management and organizational skills, with the ability to meet deadlines</li> </ul>
<ul style="list-style-type: none"> <li>Well organised with excellent attention to detail</li> </ul>
<ul style="list-style-type: none"> <li>A self-starter that is keen to learn</li> </ul>
<ul style="list-style-type: none"> <li>Ability to work in a team environment</li> </ul>
<ul style="list-style-type: none"> <li>Discretion and trustworthiness: You will often be party to confidential information</li> </ul>
<ul style="list-style-type: none"> <li>Willingness to carry out administrative tasks</li> </ul>
Desirable
<ul style="list-style-type: none"> <li>Experience working within sustainability</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of French</li> </ul>
<ul style="list-style-type: none"> <li>Interest in global issues that have an impact on cotton farming</li> </ul>
<ul style="list-style-type: none"> <li>1-3 years experience in an administrative support role</li> </ul>

## 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.

## 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: **Sunday 19<sup>th</sup> February 2023**, midnight CET.

We thank all applicants for their interest; however, only candidates short-listed for an 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 behaviors 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.