

Standards & Assurance Senior Coordinator

Starting Date: As soon as possible

Contract type: Permanent, full time

Salary: if hired in London – 44,500 GBP, if in Delhi – 2,362,600 INR, if in Lahore – 4,437,600 PKR, commensurate with experience

Location: London, Delhi or Lahore

Application closing date: 18 August 2023

Better Cotton is the world's largest cotton sustainability programme. Our 200+ colleagues of 37+ nationalities are united by a shared passion and commitment to achieving the Better Cotton mission: to help cotton communities survive and thrive, while protecting and restoring the environment. Through our network of field-level partners 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.

Responsibilities

The S&A Senior Coordinator reports to the Assurance Manager. The Sr Coordinator works closely with other members of the Standards & Assurance team and collaborates regularly with other Better Cotton country teams, third party verifiers, and other stakeholders.

Specifically, the Standards & Assurance Senior Coordinator will have the following responsibilities:

Assurance Programme (Quality and improvement)

- Build and maintain expertise on Better Cotton's innovative assurance model, including knowledge of requirements and procedures
- Monitor adherence to internal assurance protocols for assigned countries,
- Support in monitoring programme performance potentially leading internal audits or organising external audits
- Keep aware of and review the changes to the relevant regulations, memberships and benchmarks that impact the programme
- Support as required in updating the programme to align with relevant regulations, memberships and benchmarks
- Initiate and coordinate specific projects to improve assurance processes or systems, as required

Assurance Programme (Tools & Document Management)

- Oversee the management of the tools, templates and policies supporting and governing the assurance programme; including e.g. Self-Assessments, field checklists, external assurance manuals and internal assurance protocol documents.

- Work to improve process and documentation efficiencies and communication.
- Support S&A officers in coordinating translations and updates of these documents
- Create team efficiencies through better use of Sharepoint

Data insights and innovations

- As required research, commission, collate and/or analyse data to provide insights on risks to allow for appropriate targeting of assurance activities.
- As required, track or research assurance innovations relevant to your project areas or those of the wider team
- As relevant, support collaborations with partners or other organisations to trial or implement new innovations.

Assurance Systems (developments)

- As required, manage assurance systems and related training and support
- As required, support on system developments including working with IT to ensure system specifications are well documented and contractors deliver desired services
- As relevant, engage in cross functional technology and systems working groups

Country-level assurance operational support

- With support from the Assurance Manager, provide (operational) matrix management for the delivery of assurance operations for a selected set of countries. This includes tracking progress against a seasonal timeline of activities, supporting the team on any issues, and escalating risks or challenges in a timely manner
- Provide content oversight on assurance reports (with Manager support on final licensing decisions)
- Ensure feedback loops are in place so that learnings from assurance data and reports are fed into capacity building priorities

Beyond these specific responsibilities, the Standards & Assurance Senior Coordinator may be asked to participate in other workstreams or cross-functional projects, depending on capacity and organisational needs.

Profile

The S&A Senior Coordinator should have the following skills, knowledge, and experience:

Skills, Knowledge and Experience
<i>Essential</i>
<ul style="list-style-type: none"> • At least 5 years working experience, with project management experience • University degree, or equivalent higher education qualification, in a relevant field • Interest in sustainability and international development • Experience with standard systems and assurance, auditing or certification • Demonstrable experience engaging with external consultants or verifiers/auditors • Strong stakeholder engagement skills and the ability to communicate clearly and concisely with people from diverse cultures and backgrounds.

<ul style="list-style-type: none"> • Ability to assess seemingly conflicting requirements and design well-balanced resolutions, meeting strict credibility and scale criteria
<ul style="list-style-type: none"> • Skills and aptitude to appraise arguments critically and logically, organise ideas in a clear and concise manner, and draw conclusions and formulate arguments in way that is effective, concise, precise and specific
<ul style="list-style-type: none"> • Excellent analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges
<ul style="list-style-type: none"> • Excellent organisation skills, capacity to multi-task and handle multiple priorities
<ul style="list-style-type: none"> • Willingness to carry out administrative tasks
<ul style="list-style-type: none"> • IT literacy, including proficiency in Microsoft Suite (Word, Powerpoint, Excel, Outlook)
<ul style="list-style-type: none"> • Fluent in English: ability to communicate clearly and concisely
<p><i>Desirable</i></p>
<ul style="list-style-type: none"> • Academic background in rural/agricultural development and sustainability
<ul style="list-style-type: none"> • Auditing experience (management system, sustainability standards or farm assurance schemes)
<ul style="list-style-type: none"> • Experience with Sharepoint, PowerBI (Microsoft Suite) and/or Salesforce
<ul style="list-style-type: none"> • Experience in a member organisation or not-for profit organisation
<ul style="list-style-type: none"> • Competency in languages most relevant to Better Cotton countries, such as Hindi, Urdu, Mandarin, French, Portuguese and Turkish
<ul style="list-style-type: none"> • Understanding of assurance landscape
<ul style="list-style-type: none"> • Ability to generate ideas
<ul style="list-style-type: none"> • Experience building strong internal and external relationships

What we offer

- Competitive salary
- Hybrid working – Two to three days/week in the offices central London, Delhi or Lahore
- The opportunity to work from anywhere in the world for up to one month per year
- Flexible working, with core hours from 10 am to 4 pm local time
- Continuous learning and development
- Pension scheme
- 25 days paid annual leave, plus 8-9 Bank Holidays and a further 3 days off over Christmas
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

Working arrangements

The position is full-time (40 hours per week) and will be based either in London, Lahore or Delhi. Better Cotton offers flexible working, with core hours being 10 am – 4 pm and the option to work from home two to three days per week.

Apply now

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 by applying [Via this link](#).

Application deadline: 18th August 2023, midnight GMT

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.