

Supply Chain Officer

Starting Date: ASAP
Contract type: Permanent
Location: London
Salary range: £30,100
Application closing date: 31st August 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 organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

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.

About this role

At Better Cotton we want to continue to increase the amount of monitoring and oversight as well as to maintain and implement the required systems for our Chain of Custody programme and relevant supply chain stakeholders. This role will play a keep part in supporting the Global Supply Chain team to roll out the new Chain of Custody programme as well helping support the systems that underpin the programme.

Responsibilities

The Supply Chain Officer will be responsible for delivering the following body of work:

1. Better Cotton Platform (BCP) and Chain of Custody (CoC) support

- Address queries around the use of the BCP and CoC requirements from suppliers and manufacturers in a timely manner.
- Support the good management of accounts and users on the Better Cotton Platform (creation and update).
- Monitor the **transaction cancellation** process in a timely manner.
- Supporting internal teams with BCP & Supply Chain related queries.

2. Data Management and Reporting

- Monitor the automated account creation process and fix potential errors (salesforce).
- Developing flows & processes, assisting with testing of flows & processes, developing tools to be used with CD processes, such as the registration form on Qualtrics, PBI dashboards & Power Apps forms.
- Data reporting – briefing and developing PBI reports in collaboration with the Data team.
- Maintenance of existing PBI dashboards in collaboration with the Data team.
- Production & Uptake report – coordinating the publication of this report on a quarterly basis. Ensuring R&U data snapshot is also updated.
- Data cleaning as required to ensure the smooth running of BCP/SF automations.

3. Engagement and supplier training

- Support with the process of creating new training materials and updating existing ones. This includes translation support (e.g., follow with country teams to ensure updated materials are translated, and updated in our system).
- Co-delivering STP, coordinating STP schedule.
- Maintaining STP materials.
- Ensure smooth user experience on Better Cotton's training platform (Mindflash) by managing user accesses and archiving.
- Maintenance of BCP manuals.
- Generate a report on training results on a weekly basis.

4. Organisational support

- Attending internal meetings to report on activities and to facilitate the exchange of information between regions.
- Occasionally plan and chair internal team meetings based on meeting schedule.
- Provide regular updates to the global Senior Supply Chain Coordinator.
- Run presentations on a regular basis.

Profile

The selected candidate will have the following skills, knowledge, and experience: Candidates with some but not all the preferred attributes but strong related experience and enthusiasm for this challenge are encouraged to apply. For the right candidate training will be provided to fill knowledge or skill gaps.

Skills, Knowledge and Experience
<i>Essential</i>
University degree, or equivalent higher education qualification
Well organised with excellent attention to detail
Team player
Able to multi-task and work with lots of information inputs
Comfortable working with global teams

Excellent written and spoken English
Strong organisational skills
Able to work independently and is self-motivated
Good IT skills, including but not limited to MS Office suite (PowerPoint, Word and Excel)
<i>Desirable</i>
Interest in sustainability
Additional Language expertise

Working arrangements

The position is full-time (40 hours per week) and will be based in Better Cotton's London office.

Some travel may be required. Better Cotton offers flexible working and the option to work from home 4 days per week.

Applications

Send us by or before **31.08.2023** a detailed CV in English and a brief cover letter (2 pages maximum) [via this link](#). In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton. We want to see your personal style – what makes you tick and why you think your next opportunity is here with us.

Additional info

We thank all applicants for their interest; however, only candidates short-listed for an interview 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 opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.

We have 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. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.