

# Traceability Programme Coordinator

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**Starting Date:** As soon as possible  
**Contract type:** permanent  
**Location:** UK (London or accessible to London)  
**Salary:** £39,000  
**Application closing date:** 5<sup>th</sup> October 2023

## About this role

Better Cotton will shortly launch a new traceability service to suppliers, manufacturers, retailers and brands in the cotton, apparel and textiles sector. The result of two years of deep consultation and engagement with the cotton supply chain and IT system development, the service will support the tracing of Better Cotton through complex supply chains, connecting our licensed producers to increasingly regulated international markets. Better Cotton is committed to continue to develop and expand this service following its launch, adding new features and functionality to the IT system, improving onboarding, training, and compliance systems based on user feedback and lessons learned through implementation, and expanding the cotton origins we can trace through the system.

Better Cotton is looking for an enthusiastic, motivated, and adaptable Coordinator to support the launch and continuous development of the Better Cotton Traceability Programme. This is a great opportunity to join a team that is building something truly transformational from the ground up. The role encompasses project management for complex pilot design and roll-out, programme administration, research deliverables and support for stakeholder engagement.

The work environment is high paced but within a supportive and energetic team. It requires someone with excellent project management skills, with the ability to prioritise while working with cultural sensitivity and to deliver high quality work in collaboration with internal and external stakeholders. Interest in supply chain technologies is desired, experience in this sector is a plus. The role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

To learn more about Better Cotton's current chain of custody model and work on traceability, please visit [this page](#) on our website.

## Responsibilities

**Reporting into:** Traceability Manager

1. Traceability development

- Support research and development of future enhancements of the traceability offering which could include:
  - Traceability partnerships with external organisations
  - Increased granularity of traceability
  - Traceability add-on services

## 2. Traceability pilot management

- Manage a country pilot, engaging closely with local stakeholders to design for and support successful implementation.
- Conduct background research on traceability solutions and approaches that could be tested in the cotton supply chain (approaches will either be geography, or supply chain tier specific)
- Contribute to pilot project management by creating project management tools and evaluation metrics, organising key meetings and workshops (drafting agendas and minutes), tracking progress, coordinating follow up and developing pilot communication collateral
- Create training materials for pilot participants (suppliers, manufacturers, service providers, retailers and brands)
- Provide support to Better Cotton staff as needed to ensure the success of these pilots
- Document and report on pilot learnings

## 3. Stakeholder engagement and governance

- Develop tools to solicit and receive, analyse and organise stakeholder input
- Use existing systems, such as Better Cotton’s CRM system (Salesforce) and Monday.com to track engagement, responses and develop reports
- Conduct consultations with Better Cotton’s community as required

## 4. Support the global roll-out of Better Cotton’s new traceability solution

- Support the development and refinement of training materials, templates, guidance and tools based on supplier feedback
- Perform research and data analysis as needed to inform the roll-out phase, such as KPI monitoring and reporting on progress

## 5. Other duties

- Ensure excellent knowledge management across all areas of work mentioned above
- Support the creation of fundraising proposals as necessary
- Perform any other duties assigned by your 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"> <li>• University degree, or equivalent higher education qualification, in a relevant field with an interest in sustainability</li> </ul>

<ul style="list-style-type: none"> <li>• At least 3 years of relevant work experience</li> </ul>
<ul style="list-style-type: none"> <li>• Experience working in sustainability, international development and/or global supply chains (for textiles or other commodities)</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated organizational skills, ability to prioritize tasks and manage time efficiently while maintaining attention to detail</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills in English with the ability to communicate clearly and concisely</li> </ul>
<ul style="list-style-type: none"> <li>• Strong teamworking skills – demonstrated experience of working with people from different cultures</li> </ul>
<ul style="list-style-type: none"> <li>• Experience with project and knowledge management tools</li> </ul>
<ul style="list-style-type: none"> <li>• Self-starter, comfortable with navigating uncertainty</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated integrity and business ethics</li> </ul>
<ul style="list-style-type: none"> <li>• Willingness to carry out administrative work with due attention to client detail</li> </ul>
<ul style="list-style-type: none"> <li>• Proficient IT skills, including but not limited to MS Office suite (PowerPoint, Word and Excel).</li> </ul>
<p><i>Desirable</i></p>
<ul style="list-style-type: none"> <li>• Experience working in the supply chain of a large retailer, brand or textile supplier</li> </ul>
<ul style="list-style-type: none"> <li>• Experience managing and processing administrative records, financial data, and improving data integrity</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of traceability and associated technologies</li> </ul>
<ul style="list-style-type: none"> <li>• Experience designing and delivering trainings</li> </ul>
<ul style="list-style-type: none"> <li>• Experience with fundraising or grants</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of a second or third language</li> </ul>

## What we offer

- Competitive salary
- Hybrid working
- 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.

## About Better Cotton

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.

## About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

## Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with a strong commitment 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.

## Working arrangements

The position is full-time (40 hours per week) and will be based in our London office. Better Cotton offers flexible working, with core hours being 10am – 4pm and follows a hybrid work setup, in line with our flexible working policy (dependant on location).

Travel may be required to visit other Better Cotton offices.

## Applications

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

**Application deadline: 5<sup>th</sup> October 2023**

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted.