

Safeguarding and Compliance Senior Coordinator - Pakistan

Starting Date: ASAP

Contract type: Full-time and open-ended

Salary: Commensurate with relevant experience and skills and as per respective grade

Location: Lahore, Pakistan

Application closing date: 4th December 2023

About the Job

As a Safeguarding and Compliance Senior Coordinator, you will play a crucial role in driving this initiative forward and making a positive impact on both our company and the global textile industry. If you are passionate about sustainability, possess strong relevant skills, and want to contribute to a greener future, we invite you to join our team.

You will be line managed by the Country Director and matrix managed by the Safeguarding Manager at Global. The role will be responsible for Safeguarding and Compliance at Better Cotton Pakistan.

Your role and responsibilities

We are seeking a motivated Safeguarding and Compliance Senior Coordinator to join our organisation. In this role you will be responsible for:

- act as a champion for safeguarding at Better Cotton Pakistan;
- ensure that Better Cotton Pakistan's strategic plans meet Better Cotton Safeguarding standards, national and international legislation, and the safeguarding expectations of any donors or government advisory bodies;
- develop and facilitate Pakistan-specific training materials and provide continuous training and awareness to the Pakistan team and partners on safeguarding;
- work with our partners to support them to improve their safeguarding processes in line with corrective action plans and due diligence requirements;
- work with the Safeguarding Manager on country-specific safeguarding work such as risk assessments, survivor support guidelines and awareness raising;
- manage a Safeguarding hotline in Pakistan and develop a log of Pakistan based investigators that can be used, when needed;
- work with the Safeguarding Manager to support safeguarding investigations, at times acting either as co-investigator or Investigations Manager for some incidents. Facilitate survivor access to support services;
- point of contact for staff, partners, farmers, stakeholders on safeguarding incidents;
- work with the Complaints Monitoring Team to manage all Complaints related to Pakistan including reviewing complaints received in the inbox;
- assisting with the appointment of external investigators when required including drafting and posting TORs and handling contracting and payments;

- ensure the Pakistan team’s compliance with all Better Cotton policies and procedures, including the Acceptable Internet Usage Policy, Whistleblowing Policy, Code of Conduct, Risk Management and Fraud and Corruption policies;
- ensure that Better Cotton Pakistan is meeting its obligations to legal authorities;
- oversee Better Cotton Pakistan’s risk registers and risk management processes;
- improve Better Cotton’s travel processes for Pakistan trips, including creating guidance documents, and creating risk assessments of hotels and event venues;
- create a formalised risk management process for physical security and develop emergency plans, and
- review the insurance policies that Better Cotton Pakistan has in place and identify and remedy any gaps.

We are looking for someone who is having

the following skills, knowledge, and experience:

Essential

- Relevant university degree, or equivalent work experience in law, international development social studies or a relevant discipline.
- Minimum 5 years of experience at an NGO, government agency, social enterprise, or security firm.
- Extensive knowledge and practical experience of safeguarding
- Leadership skills – ability to influence and convince others to commit to organisational change, both within Better Cotton and at partner organisations
- Proven ability to collaborate effectively (in-person and through use of virtual tools) across different teams and cultures, with strong relationship-building skills.
- Excellent organisational and project management skills
- Excellent written and verbal communication skills – ability to communicate clearly and concisely as well as the ability to assimilate and process information for diverse audience
- Excellent computer and IT skills, including: Word; PowerPoint; Excel, Outlook
- Fluent in English
- Presentation skills; ability to provide trainings to small groups and create visually compelling presentations.

Desirable

- Master’s degree in law, international development, social studies or relevant discipline
- Experience of working internationally
- Experience with livelihoods and decent work initiatives
- Legal experience
- Experience conducting safeguarding, HR or financial misconduct investigations, audits

What we offer

- Competitive salary
- Flexible working
- Continuous learning and development
- 25 days paid annual leave, plus 9 Bank Holidays and a further 3 days discretionary leaves

- Maternity/paternity leaves
- OPD & IPD coverage
- Life insurance
- A warm, positive working environment where everyone is value
- 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 in Lahore, Pakistan.

Apply now

Send us your CV (2 pages maximum) and a brief cover letter (1-page maximum) by or before **04.12.2022** [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.

Our hiring process

Initial Screening:

If you are selected, you will be contacted for an initial screening, which may involve a brief phone interview or video call. The purpose is to learn more about you, confirm basic qualifications, and discuss the role and organisation.

Interviews:

If you are confirmed after the initial screening, you will be invited for interviews. The interview process at Better Cotton may include one or more rounds of interviews with various stakeholders, such as the hiring manager, team members, and potentially senior management.

Assessment and Testing:

Depending on the role, you might be required to complete assessments, technical tests, or skills evaluations to gauge your competency and suitability for the position.

Reference Checks:

Once you progress further in the process, reference checks are conducted to validate your work history, skills, and qualifications, and for some roles, your education and criminal history.

Offer stage:

After completing interviews, assessments, and reference checks, the hiring team evaluates your performance and fit for the role. If you are selected and your references are relevant and satisfactory, you will receive a formal job offer letter outlining the terms of employment, compensation, benefits, and any other relevant details.

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.

Better Cotton in Pakistan is working under a service level agreement with Better Cotton Global.

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.

Better Cotton is currently unable to provide sponsorship for any work visas, so you need to have work rights in the country where the position is based at.