

Senior Procurement Coordinator

Starting Date: 01 March 2024
Contract type: Permanent, Full-time
Salary: £44,500 commensurate with experience
Location: London, United Kingdom
Application closing date: Midnight, 30.01.2024, GMT

About this role

Better Cotton is now seeking a Senior Procurement Coordinator to lead the Procurement workstream! This is an excellent opportunity to support the consolidation phase of our Procurement workstream, which sits in the Global Operations team, under the Finance & Services function.

You will lead the Procurement team (UK and India based) and work closely with colleagues in these countries, as well as Switzerland, Pakistan, China, Uzbekistan, the USA, Turkey, etc.

We are looking for an experienced and enthusiastic individual who will be keen to advise, guide and train our staff to ensure that our procurement is carried out in a transparent manner and best value for our money!

This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package!

Some of your responsibilities

Procurement Workstream Day-to-day tasks

- Monitor and address internal support requests on Microsoft Dynamics – including reviewing team's communication;
- Assist with the implementation of processes and policies, including: reviewing documentation; liaising with team members to support processes (Communications & Finance); proactively identifying areas for improvement as required;
- Supervise the procurement team with :
 - filing of expense requests;
 - financial & screening checks for potential suppliers;
 - publishing Requests for Proposals and Requests for Interest;
 - maintaining a contract & suppliers' database;
 - managing our Consultant Roster, etc.

Internal engagement & Staff training

- Manage our team's internal Procurement Microsoft Teams channels to keep staff informed about upcoming and existing policies and processes;
- Design training materials (written materials and videos) to guide staff through procurement;
- Deliver yearly in-person training to key Global staff and regular e-training for the organisation;
- Offer one-on-one training to staff, as required;
- Support and train country Procurement representatives, as required.

Procurement projects & documentation

- Proactively liaise with relevant staff when new areas for improvement are identified;
- Support the Global Operations team in the Procurement consolidation project which includes the adoption of a procurement solution to streamline and automate our projects;
- Maintain our procurement documentation up-to-date and fit-for-purpose (Procurement policy, manual, guidance, etc.).

Line Management

- Line Manage procurement officers (UK & India)
- Design yearly objectives, in line with the organisations and function's deliverables
- Carry out bi-yearly appraisals for line reports, including professional development needs

Profile

The selected candidate will have the following skills, knowledge, and experience:

Skills, Knowledge and Experience

Essential

- At least 7 years' working experience with at least 5 in the field of procurement
- University degree, or equivalent higher education qualification, in a relevant field
- A proven track record of developing and implementing internal processes and policies to support operations in an international context
- Solid understanding of procurement requirements in an international not-for-profit context
- Demonstrated experience of project managing organizational change in an international context
- Experience of line management
- Self-starter with ability to work with limited direction
- Excellent analytical and problem solving skills with a proactive approach to finding and proposing solutions to challenges
- Excellent organisational skills, ability to think ahead, anticipate needs and handle multiple priorities
- Solid communication skills : clear and concise communication
- Experience of working in a multicultural environment
- Familiarity with Microsoft 365 suite and ability to pick up new IT systems quickly
- Proficient English

Desirable

- Competency in languages most relevant to Better Cotton offices, such as French, Hindi, Urdu, Spanish, Portuguese
- Experience designing and running requests for proposals to select organizational suppliers (partners and/or software providers)
- Demonstrated interest in sustainability and international development

Working arrangements

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

Travel will be required to our office locations (mainly Geneva and country offices, as required).

About Better Cotton

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.

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.

Applications

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 [via this link](#).

Application deadline: 30 January 2024

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