

Programme Coordinator - Assurance & Capacity Strengthening

Starting Date: As soon as possible

Contract type: Full-time and open-ended

Salary: UZS 25m gross per month, according to skills and experience

Location: Tashkent, Uzbekistan

Application closing date: 18th February 2024

About the Job

The Programme Coordinator - Assurance & Capacity Strengthening is a key role in Better Cotton's growing team in Uzbekistan, leading on the delivery of two critical components of the Better Cotton Standard System (BCSS) - supporting cotton producers to improve their sustainable farming practices (capacity strengthening) and monitoring their progress accordingly (assurance). The post-holder will report to the Head of Better Cotton Branch in Uzbekistan and will also receive technical leadership and support from the Global Standards & Assurance team.

The Programme Coordinator - Assurance & Capacity Strengthening will work closely with Better Cotton's programme partners (PP) in Uzbekistan – ensuring that they have the knowledge and tools they need to disseminate the Better Cotton Principles & Criteria (P&C) to producers; and are effectively supporting producers to align their practices accordingly. You will also help PP to make sure that producers participating in the Better Cotton programme are proactively contributing to our global impact targets in the areas of climate change mitigation, livelihoods, soil health, women's empowerment and pesticide use. Assurance covers the auditing and monitoring systems to ensure producers of cotton participating in the Better Cotton programme meet essential requirements in the Better Cotton P&C (farm level standard).

Your role and responsibilities

We are seeking a motivated Programme Coordinator to join our growing Better Cotton Uzbekistan team.

As part of the Assurance Programme delivery, you will:

- Coordinate Assurance activities in Uzbekistan and provide quality oversight and support to Global Assurance Manager.
- Support in developing annual implementation plans for the Assurance Programme, and ensure the programme is implemented in a timely, comprehensive, and compliant manner.
- Plan and support execution of the annual schedule of licensing assessments (farm level audits).
- Ensure that all relevant assessment reports meet requirements on accuracy, timeliness, and completeness.
- Support with recruitment, onboarding and training of third-party verifiers and decent work monitors in Uzbekistan.

- Shadow and observe third party farm audits and/or decent work monitoring to help evaluate performance of auditors and provide feedback into auditor training and calibration
- Together with the Global Assurance Team plan calibration sessions for the Better Cotton assessors and Decent work monitors
- Coordinate timely and accurate communication of licensing decisions to producers in Uzbekistan. Assist in follow-ups for Corrective Actions and advise for any change in licensing status.

In the area of Capacity Strengthening, you will:

- Work closely with Better Cotton's Programme Partners to ensure that Producers understand the BCSS and what it means to be part of the Better Cotton programme, and where required deliver trainings for partners and producers as well as other stakeholders on BCSS.
- Support with conducting due diligence on Clusters wishing to join the Better Cotton programme
- Ensure that findings from due diligence and assurance assessments are being used to guide the focus of capacity- strengthening activities and that Producers are continuously improving and becoming more sustainable in their operations
- Disseminate changes and updates to the Better Cotton Principles & Criteria (P&C) with partners and producers, and lead on developing contextually appropriate standardised training materials and guidelines for training producers on the requirements of the P&C and the different indicators
- Review Producer self-assessments and external assessments for risks, identify specific vulnerable groups and provide recommendations to address them through programme delivery
- Translate Better Cotton's global capacity strengthening agenda and associated documents, and lead its adaptation to Uzbekistan specific contexts
- Drive capacity-strengthening efforts for Clusters in Uzbekistan for traceability system requirements. Collaborate with the Better Cotton Global Traceability team to design and implement capacity strengthening activities.

In the areas of Data Management, Monitoring, Evaluation & Learning you will:

- Ensure that PP understand the different data collection requirements and tools and are fully equipped to share this information with producers
- Coordinate timely collection, management, and review of farm/ producer level data as per the assurance schedule using systems such as Salesforce, Qualtrics and Power BI.
- Ensure that data (including licensing data) relating to farms participating the in the programme is entered into the Better Cotton database in an accurate and timely manner.
- Support with collecting data relating to Better Cotton's global impacts as required
- Act as the key point of contact between the Better Cotton Global Traceability team and Clusters, ensuring adherence to traceability system requirements.

As a member of the Better Cotton Uzbekistan team, you will:

- Lead on day-to-day communications with Clusters and farms participating in the Better Cotton programme
- Support with drafting ToRs, identifying and contracting external consultants where necessary to support with programme delivery
- Participate in working groups and global projects on behalf of the Uzbekistan team

- Play an active role in the smooth running of the Tashkent office, including supporting with organising field visits for visiting staff and external consultants
- Represent Better Cotton at external meetings as requested by the Head of the Branch
- Make regular field visits when required to provide direct support to producers
- Provide day-to-day support to the Head of the Branch as reasonably requested

Beyond these specific responsibilities, the role holder is expected to collaborate on activities as agreed with the Head of Better Cotton Branch in Uzbekistan.

We are looking for someone who has

the following skills, knowledge, and experience:

Essential

- University degree, or equivalent higher education qualification, in a relevant field
- Significant work experience in a relevant field – this could be within agriculture, the cotton sector or working as an assessor or verifier
- Experience providing training or capacity-building support to either colleagues or external stakeholders
- Experience of working as part of a team with colleagues or partners from different cultures or countries
- Knowledge of national and local laws and regulations on the environment, labour, health and safety etc in Uzbekistan
- Fluency is not essential, but you need to be able to communicate effectively in English AND either Uzbek or Russian
- Ability to share information effectively with different audiences ranging from farmers to international organisations and government bodies
- Ability to work independently and manage your own workload
- Excellent organisational skills – you will need to manage several workstreams and projects at the same time
- Excellent IT skills, including Word; PowerPoint; Excel
- Flexible attitude with a willingness to carry out administrative tasks where required
- Demonstrated interest in sustainability and international development

Desirable

- Knowledge and experience with standards systems and assurance, auditing or certification system, especially in the agricultural sector, this includes conducting external assessments, – for example interviewing farmers, workers and community members and/or reviewing management system documents
- Understanding of the training-of-trainers process, monitoring & evaluation or standards systems
- Experience performing a gap analysis, internal social audits or second- or third-party social assessments
- Experience using Salesforce and Power BI.

What we offer

- Competitive salary
- Continuous learning and development
- 25 days paid annual leave, plus 9 Public Holidays and a further discretionary three days off over New Year period
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

Working arrangements

This is a full-time (40 hours per week) position. The successful candidate will receive a permanent employment contract with Better Cotton, with a three-month initial probationary period. The role will be a full-time office-based role. Office attendance is required five days a week.

Frequent travel (especially during the major production and harvesting months) to cotton production areas will be required. Travelling to the field areas may take up to 30-50% of the total work time, provided no travel restrictions are in place.

Apply now

Send us your CV (two pages maximum) and a brief cover letter (one page maximum) by or before **18.02.2024** [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.

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.