

# US Program Officer

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**Starting Date:** As soon as possible  
**Contract type:** Permanent  
**Salary:** \$55,000 (Depending on experience)  
**Location:** Remote, United States  
**Application closing date:** 1<sup>st</sup> April 2024

## About this role

Better Cotton is now seeking a Program Officer – US.

The Program Officer will support the implementation of the Better Cotton field program in the United States with a focus on supporting and improving processes for Better Cotton's transition to a certification model, streamlining data collection and reporting practices, and strengthening the US implementation of the Better Cotton Standard System (BCSS) components. The Program Officer will also represent Better Cotton at meetings and field days and support broader stakeholder engagement and communication efforts tailored to a US audience. This role will also work collaboratively with the global Better Cotton team to promote mutual learning and identify opportunities to increase process efficiency and effectiveness.

This challenging role offers excellent opportunities for personal and professional development.

## Responsibilities

Under the direction of the US Country Manager, the Program Officer will undertake the following activities.

The Program Officer will provide support to the US Team, Better Cotton global teams, Licensing Management Partners, and Licensing Support Partners. They will support and improve Better Cotton assurance, claims, and data processes, including stakeholder communications, data management and reporting, and the transition to certification.

Specifically, the Program Officer will:

### **General**

- Ensure that Better Cotton's contact database is maintained, in collaboration with other users.
- Support development of a database or data/tool transitions for Salesforce and SharePoint.
- Contribute to improving the US program's response to risks and opportunities per Better Cotton's Principles & Criteria and Chain of Custody Standard.
- Represent Better Cotton externally at conferences, field days, and other relevant grower-focused events in the US.
- Support US Program communications to develop individual, regional, and national reports; producer guidance materials; and Better Cotton US newsletter articles; and to promote ongoing sustainability initiatives.

- Contribute to both US and global Better Cotton additional projects or workstreams when required and where capacity allows.

### ***US Program – Assurance***

The Program Officer will be responsible for supporting the overall progress of the US Assurance/Licensing program. This includes:

- Under the guidance of the US Program Coordinator, support Licensing Management Partners and Licensing Support Partners to carry out their Better Cotton responsibilities.
- Ensure project timelines and protocols for US licensing activities are on track, escalate discrepancies to the US Program Coordinator and ensure the Assurance Workplan is regularly updated.
- Perform on-farm monitoring and credibility checks to ensure producer compliance with the Better Cotton Principles & Criteria.
- Review 2nd- and 3rd-party verification reports for accuracy and completeness.
- Support the US Program Coordinator with conducting communications, verifier training and implementation of the Better Cotton standard in the US.
- Support the timely, accurate collection of data from Licensing Management Partners, Licensing Support Partners, and individual farms to ensure Better Cotton requirements and deadlines are met.
- Contribute to improving the quality of farm results data via data entry, data organization, data cleansing, and data analysis.
- Support systems to maintain high quality farm verifiers, including recruitment and approval of verifiers, training, and monitoring performance.
- Support the transition to a certification model including individual and group certification, support for Group Managers, and coordination of assurance activities with certification and accreditation bodies and local partners.

### ***Chain of Custody Monitoring and Supply Chain Support***

- Manage the US Team support mailbox and ensure smooth dispatching of queries to other team members.
- Respond to requests and other inquiries on the use of the Better Cotton Platform from US traders and partners.
- Monitor US large farm transactions in a timely manner and reconcile issues or discrepancies upon request.
- Analyze US Better Cotton supply chain and uptake data, identify opportunities to improve uptake of US Better Cotton through the global supply chain, and provide monthly updates to the US Team for project planning and external communications.

## **We are looking for someone who has**

The following skills, knowledge, and experience:

| <b>Essential</b>  |
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| <ul style="list-style-type: none"> <li>University degree, or equivalent higher education qualification, in a relevant field with an interest in sustainability and agriculture.</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>Strong team working skills, with the ability to communicate with stakeholders from diverse cultures and backgrounds.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Proactive self-starter, capable of working independently, and anticipating and prioritizing tasks.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Proficiency in data management software, Salesforce, SharePoint, Microsoft Office suite.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Basic understanding of environmental/agricultural issues (and desire to learn more).</li> </ul>  |
| <ul style="list-style-type: none"> <li>Excellent written and verbal communication skills in English.</li> </ul>   |
| <b>Desirable</b>  |
| <ul style="list-style-type: none"> <li>Familiarity with cotton, agriculture, textile and/or commodity supply chains, working directly with producers, and/or sustainability standards and certification schemes.</li> </ul> |
| <ul style="list-style-type: none"> <li>Experience with data modeling, analytics, and data management software (e.g. Power BI).</li> </ul>   |
| <ul style="list-style-type: none"> <li>Prior experience using enterprise online survey and software tools like Alchemer.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Prior experience working for a certification body and/or conducting audits in the agriculture sector.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Demonstrated experience managing large data sets effectively.</li> </ul>   |

## What we offer

- Remote working
- Flexible working, with core hours from 10 am to 4 pm local time
- Continuous learning and development
- 25 days paid annual leave, plus 8-9 Bank Holidays and a further 3 days off over Christmas
- 3 months paid maternity leave and 1 month paid paternity leave
- Specific state mandatory benefits
- The opportunity to work from anywhere in the world for up to one month per year
- A warm, positive working environment where everyone is valued
- 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 remotely in the United States. Some domestic and international travel will be required approximately 20% of the time. Applicants must be currently authorized to work in the United States without the need for visa sponsorship now or in the future.

## Applications

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

**04.01.2024** [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.

## 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.