

Reporting Coordinator

Starting date: ASAP/Mid-Month June – July 2024

Contract type: One year, possibility to extend

Location: London, UK

Salary: GBP 41,400

Application closing date: 19 May 2024, applications are accepted on a rolling basis

About this role

Better Cotton is now seeking a Reporting Coordinator to support the organisation in a number projects. The position will be based in the CEO Office.

This is an excellent opportunity for anyone aspiring for a career in the sustainability sector and build their skills and experience in project design, implementation and coordination as well as effective reporting. You will play a key role in the good governance of the organization in regular contact with the CEO, CEO Office Manager and heads of functions working cross functionally with a global team of around 200 people. You will also work in close contact with the Multistakeholder Governance Council of the organisation, which is mandated by the 2500+ members of the organization to represent them.

Responsibilities

Reporting (40%)

- Guided by the CEO and CEO Office Manager, help develop reporting tools and schedules enabling AOP, KPI reporting from functions to Council
- Based on best practice and organizational KPIs, support developing organisational dashboards
- When needed, work with external consultants in creating professional dashboards and reporting tools together with line manager
- Together with the CEO and CEO Office Manager, ensure effective reporting and information sharing between the Council, Committees, Membership and Secretariat
- Create/support internal/external consultation groups/bodies where needed
- Draft pre-reads/reports on project progress
- Gradually share minutes taking, report writing at Council and Finance Committee meetings
- Contract creation and administration
- Internal reporting and communication with team on meetings

Project and Event Coordination (20%)

- Develop a project hub for the organisation
- Support to Council Election project design and execution (with support from other teams)
- Risk management organizational timeline design and follow up

Administrative Support (30%)

- Support diary and agenda management
- Meeting support in terms of note taking
- Organize EG folders, project folders, documentation
- Management and Governance diary coordination
- Event/meeting/meal organization for management and governance
- Support to budget planning, monitoring and forecast

Ad-Hoc Support (%10)

- Any other tasks or projects assigned by the CEO or CEO Office Manager

Profile

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

| Skills, Knowledge, and Experience |
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| Essential |
| <ul style="list-style-type: none"> • University degree, equivalent higher education qualification in management, international relations, development |
| <ul style="list-style-type: none"> • 2-4 years' work experience in project coordination, administration or organizational reporting |
| <ul style="list-style-type: none"> • Interest in sustainability |
| <ul style="list-style-type: none"> • Strong attention to detail and document drafting skills |
| <ul style="list-style-type: none"> • Highly proficient in using Microsoft 365 Suite: Outlook, Excel, PowerPoint, and Word |
| <ul style="list-style-type: none"> • Fluent in English (written and spoken) – ability to communicate clearly and concisely |
| <ul style="list-style-type: none"> • Ability to work effectively within an international and multi-cultural team |
| <ul style="list-style-type: none"> • Strong time management and organizational skills, with the ability to meet deadlines |
| <ul style="list-style-type: none"> • Well organised with excellent attention to detail |
| <ul style="list-style-type: none"> • A self-starter that is keen to learn |
| <ul style="list-style-type: none"> • Ability to work in a team environment |
| <ul style="list-style-type: none"> • Discretion and trustworthiness: You will often be party to confidential information |

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| <ul style="list-style-type: none"> • Willingness to carry out administrative tasks |
| Desirable |
| <ul style="list-style-type: none"> • Experience working within sustainability |
| <ul style="list-style-type: none"> • Knowledge of other languages: French |
| <ul style="list-style-type: none"> • Interest in global issues that have an impact on cotton farming and sustainability |

What we offer

- Competitive salary
- Hybrid working – One to two days/week in the offices in central London
- 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.

Working arrangements

The position is full-time (40 hours per week) and will be based in our London offices. 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).

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.

Apply now

Interested applicants with the required attributes are asked to send, in English, a detailed CV (2 pages maximum) and a brief cover letter (1 page maximum) to Better Cotton [via this form](#).

Application deadline: Sunday 19 May 2024, midnight BST.

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted. Better Cotton is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.