

Senior Supply Chain Officer

Starting Date: As soon as possible

Contract type: Full-time and open-ended

Salary: if hired in London – 35'750 GBP, if hired in Geneva – 67'950 CHF.

Location: London, United Kingdom or Geneva, Switzerland.

Application closing date: 13th August 2024

About the Job

Are you purpose-led and ready to embark on a journey to shape the future of sustainable cotton? Join us at Better Cotton as Senior Supply Chain Officer and be part of a team responsible for developing a strong and credible programme for the world's largest cotton sustainability initiative – we support more sustainable farming practices and farm livelihoods for nearly 3 million farmers in the Better Cotton network in 23 countries around the world.

The Challenge

Looking ahead to 2030, we are targeting reducing GHG emissions from cotton production by half, big cuts in synthetic pesticide use, improve soil health across our network, improve farm income and support women's empowerment among farmers and farm workers.

As Senior Supply Chain Officer, you are responsible for providing administrative and technical support to the team on the Better Cotton Platform (BCP), Better Cotton's online system to document sales/purchases of Better Cotton related products. The focus will be on the system functionality for both internal and external users and to maintain data integrity. You will be responsible for maintaining a complete set of training materials. You will also provide support on data analysis and reporting. You will be expected to work closely with different BCI internal teams.

Areas that play to your strengths

In this role, you will be responsible for:

System's technical and administrative support

- Providing technical and administrative assistance to the internal and external stakeholders on some of our online platforms.
- Collaborate closely with the IT team and internal stakeholders on systems-related issues such as identifying/reporting bugs, assist on troubleshooting and keeping stakeholder updated with appropriate communication.
- Support on IT systems changes and improvements process such as compiling internal and external feedback, support during the testing and keeping stakeholders updated on such changes.
- Support on updating and drafting processes documentation.

Data analysis and reporting

- Analyse data from our different systems to identify trends, possible risks and be able to assist internal stakeholders accordingly.
- Create reports and share with relevant parties regularly as well as participate in the development of some quarterly and annual reports.

Training Material

- Manage the existing training material as well as updating/developing it when needed.
- Collaborate with internal stakeholders on overall coordination of the materials such as translations, updates and communication.
- Deliver internal and external training/webinars

General team and organisation support

- Coordinate or lead various team and project work streams and sub-streams, in collaboration with different internal Better Cotton teams
- Attend internal meetings to report on activities and to facilitate the exchange of information between teams/regions

We are looking for someone who has

The following skills, knowledge, and experience:

Essential

- University degree, or equivalent higher education in a relevant field with an interest in sustainability
- Experience and knowledge on ICT tools and data management systems
- Experience in data analysis and reporting
- Excellent analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges
- Experience developing and delivering training material
- Experience working as part of a global team with the ability to collaborate effectively across different teams and cultures
- Fluent in English with the ability to communicate clearly and concisely
- Strong communication (both written & spoken) and attentive listening abilities.
- IT literacy, to include Word; PowerPoint; Excel; Outlook; Forms and CRM systems (Teams, Salesforce...)
- Excellent organisational skills and capacity to handle a set of different priorities

Desirable

- Experience, knowledge or a proven interest in issues of sustainability or development, or corporate social responsibility
- Experience in writing communications, processes and reports
- Objective and meticulous professional with the ability to multitask
- Experience in 1st or 2nd line (IT) Support

What we offer

- Competitive salary
- Hybrid working – Two to three days/week in the office
- 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 either in London or Geneva. Better Cotton offers flexible working, with core hours being 10 am – 4 pm.

Apply now

Send us your CV (2 pages maximum) and a brief cover letter (1-page maximum) by or before 13.08.2024 [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.