

PROGRAMME OFFICER

You will work as part of a small and committed team, supporting a variety of partnership programmes to deliver social and environmental benefits in tea communities in Africa and Asia. You will be an organised, self-motivated project manager, committed to ETP's goals, able to work flexibly and deliver effectively. Some international travel may be required.

About the Ethical Tea Partnership

The Ethical Tea Partnership brings together nearly 50 tea companies with development partners, NGOs and governments to achieve long-term and sustainable change in tea-growing communities. Its member companies range from large international brands and retailers to small independent labels. Together they account for more than 50 brands in over 100 countries.

ETP works with tea producers and smallholder farmers in its members' supply chains to help them meet internationally recognised social and environmental standards, such as Rainforest Alliance, UTZ, and Fairtrade. It also provides training on issues that many producers struggle with, e.g. factory health and safety, safe use of agrochemicals, human resource management, and environmental management.

Alongside this, ETP runs various programmes that tackle sensitive, complex, and deep-rooted issues that cannot be addressed sufficiently well through auditing and certification alone. These include reducing harassment and discrimination of female workers and minority groups in the work place, improving the lives of young people in tea communities and reducing exploitation, improving living conditions and nutrition on tea estates, working towards living wage and benefits, and increasing climate change resilience.

Ultimately, ETP's programmes improve tea sustainability, the lives and livelihoods of tea workers and farmers, and the environment in which tea is produced.

Job Description

The Programme Officer will support Programme Managers in the delivery of a variety of supply chain assurance and partnership programmes in Africa and Asia, and the organisation of events in the UK and tea-growing countries. The role includes development of projects, day to day project management including impact monitoring, and communicating about ETPs work to its stakeholders.

The successful candidate will be able to support programmes in different tea growing countries, covering a range of issues from improving farmers' livelihoods to improving opportunities and outcomes for tea workers and women in tea communities more generally. This would involve working on a variety of issues including nutrition, gender, financial inclusion, climate change adaptation, and reforestation.

Key Accountabilities

1. Support the effective delivery of supply chain assurance programmes
 - Liaise with ETP regional teams and member companies to ensure tea supply chains are adequately covered by audit and certification programmes
 - Collect and analyse data on supply chain performance against ethical standards to identify risks and plan next actions, both along individual supply chains and regionally

- Assist in the development and management of “beyond certification” producer assessments on areas such as housing and sanitation, human welfare and healthcare provision, education, etc.
2. Support the effective delivery of partnership programmes
 - Provide day to day project management of training and capacity development programmes for tea plantations and small tea farmers to ensure smooth project implementation
 - Monitor project finances to ensure programmes are delivered within budget
 - Ensure timely collection of project data and prepare written updates and reports for ETP members, project funders, and other external stakeholders
 3. Support project and organisational monitoring and impact assessment
 - Support the development of project KPIs, in alignment with the ETP Monitoring and Evaluation Framework, and support programme managers, regional staff, and contractors to effectively measure and track progress against these.
 - Provide KPI data analysis to determine and report on programme impact at the both project and organisational levels
 - Provide research and analysis on specific issues as needed
 - Present data in an appropriate way for different ETP stakeholders, e.g. internally, the ETP Board of Directors, institutional donors, tea producers, NGOs and campaigning organisations, etc.
 4. Support the development of new projects and funding proposals
 - Conduct research on the tea industry, regional development issues, best practice solutions, and potential project partners
 - Draft persuasive concept notes and project proposals in consultation with ETP regional staff, producers, funders, and other external tea industry stakeholders
 - Draft project budgets
 - Support regional staff to develop project ideas into concept notes and proposals
 - Research potential project funders
 5. Support ETP Communications, Events, and Reporting
 - Support the organisation of and provide logistical support for ETP conferences in the UK and abroad
 - Work with the communications team and programme managers to manage stakeholder lists, invite and brief speakers, and promote ETP events
 - Represent ETP at external meetings and conferences
 - Provide information about ETP and its projects to the communications team to facilitate press and media engagement
 - Create PowerPoint presentations to communicate about ETP and our projects to various audiences
 - Produce clear and concise pieces of writing to communicate about ETP, our projects, and impact to various audiences through different media (reports, blog articles, project briefings, etc.)
 6. Assist the organisation to operate efficiently
 - Organise meetings, travel, and training courses
 - Keep ETP databases updated
 - Maintain appropriate filing for all project documentation
 - Provide support as required to update and improve ETP’s information management systems

Key Interfaces

Internal

- ETP Programme Managers
- ETP Regional Managers
- ETP Communications Team

External

- Consultants and contract staff
- Programme partners, e.g. development organisations, tea associations, NGOs
- ETP corporate members
- Tea producing companies

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Project management report writing • Working in a small busy team and effectively juggling multiple priorities • Working with external partners/organisations • Collecting, managing, and analysing project performance data • Proposal writing 	<ul style="list-style-type: none"> • Project management of development programmes in rural/agricultural communities • Managing databases and information systems • Working in Africa or Asia • Project budget management • Donor project reporting
Skills & Knowledge	<ul style="list-style-type: none"> • Demonstrable interest in sustainability • Strong understanding of ethical issues affecting agricultural supply chains • Knowledge of human rights or labour rights • Knowledge of social or environmental codes and standards • Knowledge of supply chain audit or certification systems • Excellent IT skills (web, MS office, CRM, PowerPoint) • Excellent research, analysis and communication skills • Excellent report writing skills 	<ul style="list-style-type: none"> • Experience of working with companies on corporate responsibility or ethical supply issues • Knowledge of key areas of ETP's work programmes, e.g. gender, climate change, nutrition, good agricultural practices • Knowledge of good practice in training or behaviour change programmes • Knowledge of good practice in M&E and impact assessment and good practice in M&E • Understanding of social auditing or certification systems • Sage CRM • Relevant languages
Performance behaviours	<ul style="list-style-type: none"> • Self-motivated • Organised, with ability to plan and manage competing priorities • Collaborative/team player • Flexible • High degree of integrity 	
Education	<ul style="list-style-type: none"> • Bachelor's or equivalent degree in relevant field 	<ul style="list-style-type: none"> • Masters' degree or equivalent in relevant field • Project management training • M&E related training • Sustainability related training

Contract & Working Arrangements

This is a full time position based at our office near Waterloo. It is a fixed term contract for two years with an annual salary of £24,000-£28,000, depending on experience. There may be a possibility for an extension or permanent position. You must have the right to reside and work in the UK for the duration of your contract.

Please send a CV and a two-page cover letter explaining your suitability for the role and what you can contribute to ETP to adele.fash@ethicalteapartnership.org by 25 August 2017. Interviews are likely to be held the first or second week of September.