

Livelihoods Coordinator (M/F)

Ethical Tea Partnership

Job type: Full-time position, 2-year contract

Salary: *competitive salary based on skills and experience*

Location: Blantyre or Mulanje

The Ethical Tea Partnership (ETP) is looking for a dynamic, self-motivated Livelihoods Coordinator to work as part of a small team on the development and implementation of sustainable livelihoods programmes in the tea sector in Malawi. In particular, we are looking for someone with proven project management experience in supporting rural communities on income generation and entrepreneurship, food security, and/or gender equality-focused outcomes.

About the Ethical Tea Partnership

The Ethical Tea Partnership (ETP) is a membership organisation of 49 tea packing companies who are all committed to the same mission of a tea industry that is socially just and environmentally sustainable. The members range from large multinational firms to specialist importers. ETP has a small staff base in the UK and a network of regional teams based in the key tea producing regions.

We work with tea producers and smallholder farmers in our members' supply chains. We help them meet internationally recognised social and environmental standards. We also provide training on topics such as factory health and safety, safe use of agrochemicals, human resource management, and environmental management.

In addition, we run projects that tackle sensitive, complex, and deep-rooted issues that cannot be addressed sufficiently well through auditing and certification. These focus on farmer empowerment, equal opportunities, improving living conditions and nutrition on tea estates, working towards living wage and benefits, and increasing climate change resilience.

Job Purpose

The role will focus on improving the lives and livelihoods of smallholder tea workers and farmers and their families. This will be achieved through the delivery of capacity building programmes aimed at the following impacts:

- Improved knowledge of tea growing
- Increased and diversified incomes
- Improved health, mainly through improved nutrition and sanitation
- Female empowerment
- Increased resilience to the impacts of climate change
- Strengthened organisational capacity of farmer trusts

These activities are carried out as part of the Malawi 2020 Tea Revitalisation Programme. This 5-year programme started in 2015 and will run until 2020 and involves collaboration with many different stakeholders. The programme's overall aims are to bring about a living wage for tea workers and a living income for tea farmers through a comprehensive set of work streams which aim to boost the profitability and long-term sustainability of the Malawian

tea industry. ETP is part of the core group of organisations setting the strategic course of the programme but it also acts as an implementer.

The key responsibilities of the Livelihoods Coordinator are as follows:

1. Management of capacity building activities

The post holder will be responsible for the coordination and oversight of specific livelihoods programmes which ETP is delivering in the smallholder tea sector.

- **Farmer Field School (FFS) programme;** focused on teaching good agricultural practice techniques and other topics important to farmers, such as HIV/AIDS, crop diversification, and nutrition. This programme has traditionally been fully managed by ETP but it is now going through a transition phase in which the ownership is shifting to the industry itself. The Livelihoods Coordinator will be expected to continue the coordination of this programme whilst also managing the transition in close collaboration with colleagues and industry stakeholders.
 - **Tea nurseries;** Through the FFSs, ETP has so far established 59 farmer-managed tea seedling nurseries and we are planning to set up more in the next 3 years. ETP's 'Nursery Officer' supports the establishment of new nurseries and carries out continued quality checking of existing nurseries. The Livelihoods Coordinator directly manages the Nursery Officer and is therefore responsible for overseeing this work. ETP aims for these tea nurseries to be commercially viable businesses. The Livelihood Coordinator will therefore be required to support the recruitment of and manage a consultant who is tasked with the development of self-sustaining business models that are replicable across all nurseries.
 - **Strengthening of farmer organisations;** Farmers will be empowered if the structures that provide them with necessary services are run effectively and properly represent their interests. In collaboration with partners, ETP is starting a new work stream in 2018 which will involve building the institutional capacity of the different farmer associations. A key aim for ETP is to improve the skills of farmer representatives in green leaf price negotiations. The post holder will be required to work closely with the main implementing partner to ensure that training is of high quality and achieves the required results.
- **Female empowerment;** an integral part of all of ETP's programmes is to improve the lives and livelihoods of women workers and farmers in particular. We aim to tackle gender-based discrimination and sexual violence and, more positively, achieve gender equality. The post holder will need to support the delivery of women-focused objectives.

2. Stakeholder engagement

- In order to effectively deliver their work, the Livelihoods Coordinator will be required to build and maintain good relationships with key actors in the tea industry, including tea estate managers, outgrower managers/extension staff, lead farmers, the Tea Research Foundation, the Tea Association of Malawi, District Officials of the Ministry of Agriculture, village elders, as well as other close partners in the Malawi Tea 2020 programme including GIZ, IDH – Sustainable Trade Initiative, and Oxfam Malawi.
- As programmes evolve it may be required to identify new partners, develop new collaborations, and synchronise different organisations' activities

3. Direct management of Nursery Officer and consultants, and close collaboration with colleagues

- The Livelihoods Coordinator will be part of a team of 9 people within ETP; 6 of whom are based in Malawi and 3 in the UK. It is essential for the post holder to work very closely with all colleagues and support the implementation of any activity which fits ETP's overall goals.
- The Livelihoods Coordinator is responsible for the direct management of a full-time Nursery Officer. This line-management responsibility involves: providing support, encouragement, and performance feedback; monitoring the Nursery Officer's targets and raising any concerns with their own manager; ensuring all required data reports reach the UK office. As and when the need arises, the post holder will also need to manage short-term consultants.
- The Malawi-based team has a face-to-face meeting once a month and the post holder will be required to participate in a scheduled skype call with the UK team every fortnight. More regular calls and meetings may be necessary on an ad hoc basis.
- The working language across the organisation is English.

4. Monitoring, Evaluation and Reporting

- Monitoring and evaluating the impact of our programmes is core to ETP's way of working. All activities will have corresponding key performance indicators and it will be the role of the Livelihoods Coordinator to oversee the collection of the M&E data for the programmes they are managing, and to report these data to the Malawi Country Manager and the UK office in the requested formats and timeframes.
- Management of baseline and post-training surveys; as the needs arises, the Livelihoods Coordinator will need to supervise the implementation of surveys, which includes inputting into survey questions, seeking buy-in from stakeholders on the intended survey, and coordinating survey delivery with the consultant. In 2018, we are planning an evaluation of the nutrition & sanitation, as well as crop diversification training which was delivered in 2017 as part of the FFS programme.

Key Interfaces

Internal:	ETP staff
External:	Tea producers and tea association, partner organisations including government, NGOs, funders, and certification organisations

Person Specification

Experience/ Attainments	<ul style="list-style-type: none"> • Significant project management experience, including the management of activities aimed at sustainable livelihoods, poverty alleviation, entrepreneurship, and/or female empowerment • Degree level qualification relating to the job role, e.g. in rural development, business, agriculture, other social sciences • Experience of monitoring and evaluation and report writing • Line-management as well as management of short-term consultants • Proven delivery of effective and practical solutions to complex and sensitive issues through building understanding and engaging the support of a variety of key stakeholders
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	<ul style="list-style-type: none"> • Experience of working in an organisation with multiple internal and external interfaces
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge of key social, environmental and economic sustainability issues, e.g. income strengthening and diversification, gender equality, food security, health, entrepreneurship, strengthening of farmer groups • Strong interpersonal and networking skills: The successful candidate is able to successfully forge partnerships • People management skills including ability to motivate and support team members and develop their skills • Well-developed presentation skills • Excellent IT skills • Fluency in spoken and written English and Chichewa
Performance Behaviours	<ul style="list-style-type: none"> • Self-motivated, with the ability to deal with conflicting demands and balance short and long term priorities • Ability to deal with senior people from a variety of organisations • Comfortable working as part of a virtual, small team • Ability to prioritise own workload and meet deadlines • Ability to liaise effectively with tea producers and partner organisations and maintain their respect • Analytical, organised and focused • High degree of personal integrity • Flexibility to adopt different tasks/roles as required

Employment arrangement

The successful candidate will work out of a home office in Mulanje/Thyolo, but will spend most of their time out in the field working in the tea communities.

Closing date for applications: Monday 29th January 2018

Please send applications to: adele.fash@ethicalteapartnership.org; thwango.ndalama@ethicalteapartnership.org

The application should contain:

- Curriculum Vitae – max 3 pages
- Covering letter describing your suitability for this role and why you want to work for ETP – max 2 pages

We regret that applications which exceed these page limitations cannot be considered.

Interviews will be held in Blantyre, Malawi, most likely in the week commencing 12th February. ETP aims to fill the post asap.