

## Plantation Community Empowerment Programme

### Project Coordinator – Person Specification

The Ethical Tea Partnership is inviting applications from suitably qualified candidates to fill the position of Project Coordinator for its new Plantation Community Empowerment Programme in Assam.

#### **Organisation and background**

Ethical Tea Partnership ([www.ethicalteapartnership.org](http://www.ethicalteapartnership.org)) is a UK based membership organization for tea companies who are committed to creating a tea sector that is socially just and environmentally sustainable.

Tea is one of the most important sectors driving the economy in Assam. As a labour intensive industry, worker related costs account for around half of the cost of production. Tea communities have large populations and in many cases workers make up only 20% of the resident estate populations. In addition to running a tea business, management is responsible for all of the needs for this community, from housing and sanitation infrastructure to healthcare and education. While the demand for these services continues to grow, tea producers are facing a number of challenges, such as depressed tea prices and increasing costs of production due to factors such as climate change, all of which affect the profitability of the business. Adding to this burden are high rates of absenteeism, low productivity, and the increasing costs of maintaining the estate population and facilities. With so many competing priorities, keeping both the business and community running smoothly is a tenuous balancing act.

While many tea producing companies are running programmes to tackle these issues, there is a general consensus on the need to take a more coordinated approach and build appropriate partnerships to achieve sustainable and systemic improvements for the long-term viability of the industry.

#### **The project**

To address some of these challenges, ETP along with producer and packer partners are looking to set up a pilot project in Assam that enables tea estate management and the tea community to resolve issues that impact both the business and the welfare of the tea community through the establishment of Community Development Fora (CDF), similar to mini-parliaments.

The CDF is a result of projects implemented by CARE since 1996 in Sri Lankan tea plantations. Approximately 10 million EURO has been invested in these initiatives over a period of 15 years.

All these projects experimented with the idea of improving worker - management relationships as a mechanism to improve the worker wellbeing and the productivity of the estates. The “CDF model” was conceptualized within Plantation Community Empowerment Project based on the learnings of previous models.

The CDF brings together workers, management, estate residents, and the wider community to ensure there is shared understanding and ownership of the varied challenges faced by the groups represented, and to develop a constructive plan to prioritise and resolve these issues. The CDFs are also linked to existing structures on the estates, such as Mother’s Clubs, trade unions, and Fairtrade committees, to ensure the inclusion of these relevant bodies, and maximise the impact and effectiveness of the CDF

#### **General Description of the Post**

The successful candidate will be responsible for day to day project coordination and implementation of at least 2 CDFs including set-up, liaising with community members and stakeholders, motivating local actors to participate, documenting and reporting on progress to project partners (Chrysalis, ETP, Funders). He/she will be supported by ETP India and UK staff as well as a senior advisor and mobilization expert from Chrysalis Sri Lanka.

## **Specific Duties & Responsibilities**

- Attend CDFs training workshop in Sri Lanka
- Work closely with the tea producer companies/estate managements, workers and other stakeholders in the tea communities to mobilize and establish the CDFs
- Facilitate proper functioning of CDFs including development of 'curriculum'/needs assessments based on feedback from participants
- Facilitating the monthly CDF meeting at the initial stages
- Coordinate the running of the CDFs and activities, which will involve:
  - Delivering training on areas identified by the group
  - Where external trainers are needed coordinating other training as identified by the group such as on household budgeting, conflict resolution, or health & nutrition related areas
  - Ensure community concerns are raised and supporting the community members to articulate their challenges
  - Facilitate collective decision making and problem solving
  - Provide input on gender transformative approaches, community governance values and principles and conflict sensitivity
- Regular communication with ETP staff in India and UK
- Assist with budgeting, budget control and financial reporting
- Assist with the identification of facilitators/trainers
- Support the development and implementation of community support activities
- Monthly, quarterly and annual report writing and submission
- Monitoring and evaluation of CDF as well as other activities, including data collection, entry and analysis using M&E tools.

## **Qualification and Experience**

Applicants must have proven work experience in social and community welfare specifically in areas of community mobilisation. Academic qualification in fields of sociology, psychology, social welfare or similar subjects is desirable.

## **Key Skills & Competences Required**

### **Essential**

- Experience in community mobilisation in rural communities
- Excellent project management skills including: finding partners, liaising with different stakeholders and delivering against deadlines
- Experience in monitoring and evaluation
- Knowledge and skills in tea production/industry
- Ability to engage with people from different education, social, cultural, religious and political backgrounds as well as unions and government ministries.
- Good training skills including organising workshops.
- Knowledge and experience in participatory extension methodologies
- Ability to multitask, be a self-starter, innovative, creative and results-oriented
- Honest, trustworthy and accountable
- Strong writing, presentation and communication skills
- Computer literate, especially MS Word, Outlook and Excel
- Possess a valid motor vehicle driving or motor cycle riding license
- Fluent in English, Hindi, Assamese

## **Desirable**

- Experience in working with the tea industry
- Experience in developing, conducting and analysing surveys
- Knowledge and experience in some/ all of the following
  - Worker empowerment
  - Wages and in-kind benefits in the agricultural/tea sector
  - Human Resources Management
  - Gender and women empowerment
  - Micro-credit schemes / Affordable credit access
  - Knowledge of government flagship schemes

N.B: Those possessing their own vehicle/motor cycle will have an added advantage

## **Remuneration Package**

The successful candidate will be contracted as a full-time consultant and shall initially be offered a contract until December 2018 (with a 3-month paid probation period and a possibility to renew the contract for a further 2 years). Competitive salary can be offered commensurate with education and experience.

Interested and qualified persons who meet these requirements for the post are invited to submit their application, which will consist of:

- A document – maximum 2 pages – which states why you think you are suited for this role. Highlight educational background and relevant work experience and personal attributes. Please cover as much of the ‘key skills and competences required’, as outlined above
- A CV, also maximum 2 pages, which provides further personal details, including your address, education, work experience, telephone number and e-mail addresses of 3 traceable work-related referees
- Copies of your university diploma
- Salary and benefits expectations

The deadline for submission is 11<sup>th</sup> September 2016.

Please send your application to Diya Sharma [diya.sharma@ethicalteapartnership.org](mailto:diya.sharma@ethicalteapartnership.org).

Only shortlisted candidates will be invited for interviews. We hope to conduct the first interviews in the week commencing 15<sup>th</sup> September 2016 (by skype/ teleconference), and a second interview on 22<sup>nd</sup> September 2016.