

## 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. There may be scope for some international travel.

### **The Ethical Tea Partnership**

The Ethical Tea Partnership brings together 44 member companies with development partners, NGOs and governments to achieve long-term and sustainable change in tea-growing communities. Their members range from large international brands/retailers to small independent labels. Together they account for more than 50 brands in more than 100 countries.

ETP work with tea producers and smallholder farmers in their members' supply chains and help them meet internationally recognised social and environmental standards. ETP provide 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 run various programmes that tackle sensitive, complex, and deep-rooted issues that cannot be addressed sufficiently well through auditing and certification. These include: reducing harassment and discrimination of female workers/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.

### **Detailed Job Description**

The Programme Officer will support different Programme Managers in the delivery of a variety of partnership programmes and the organisation of events in the UK and tea-growing countries.

### **Key Accountabilities**

#### **Support the effective delivery of partnership programmes**

The Programme Officer will support the effective delivery of a variety of programmes operating with partners in Africa and Asia. One of ETP's largest partnership programmes is the Malawi 2020 Programme and the Programme Officer is likely to spend 2-3 days per week supporting this programme. S/he will provide support to a number of other programmes ranging from improving farmers livelihoods to improving opportunities and outcomes for tea workers and women in tea communities more generally. This will involve working on a variety of issues including nutrition, gender, financial inclusion, climate change adaptation, and reforestation.

#### **Support impact assessment and the development of new initiatives**

- Support Programme Managers and regional staff and contractors to effectively monitor the impact of programmes and assess and present the M&E data
- Provide research and analysis on specific issues to enable swift responses to external enquiries, generate written reports and PowerPoint presentations
- Support the development of new projects and funding proposals

### Support events in the UK and internationally that progress ETP's mission and programmes

- Organise meetings, travel and training courses
- Liaise with stakeholders
- Work with the communications team and Programme Managers to manage stakeholder lists, invite and brief speakers and promote the events

### Assist the organisation to operate efficiently

- 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

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Project management experience, including monitoring &amp; evaluation, and report writing to funders</li> <li>• Experience of working in a small busy team and effectively juggling multiple priorities</li> <li>• Experience of working with external partners/organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of development programmes in rural/agricultural communities</li> <li>• Experience of managing databases and information systems</li> <li>• Experience of working in Africa or Asia</li> <li>• Financial management experience</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable interest in sustainability</li> <li>• Strong understanding of ethical supply chain issues</li> <li>• Excellent IT skills (web, MS office, CRM, powerpoint)</li> <li>• Excellent research, analysis and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of agricultural supply chains</li> <li>• Experience of working with companies on corporate responsibility or ethical supply issues</li> <li>• Knowledge of key areas of ETP's work programmes e.g. human rights, gender, climate change, nutrition</li> <li>• Knowledge of good practice in impact assessment and good practice in M&amp;E</li> <li>• Knowledge of social and environmental codes and standards</li> <li>• Understanding of social auditing systems</li> <li>• Sage CRM</li> <li>• Relevant languages</li> </ul>

<b>Performance behaviours</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Organised, with ability to plan and manage competing priorities</li> <li>• Collaborative/team player</li> <li>• Flexibility</li> <li>• Integrity</li> </ul>	
<b>Education level</b>	<ul style="list-style-type: none"> <li>• Degree level in relevant field</li> </ul>	<ul style="list-style-type: none"> <li>• Masters' degree, or equivalent higher education qualification, in a relevant field</li> <li>• Project management training</li> <li>• Sustainability related training</li> </ul>

### **Contract & Working arrangements**

This is a full time position based at our office near Waterloo. It is a fixed term contract for two years. There may be possibilities for extension or a permanent position

Please send a CV and a two-page cover letter, explaining your suitability for the role and what you can contribute to ETP to Heleen Bulckens ([Heleen.bulckens@ethicalteapartnership.org](mailto:Heleen.bulckens@ethicalteapartnership.org)) by end of the day Friday March 3<sup>rd</sup>. Interviews are likely to be held 10<sup>th</sup> March or week of 13<sup>th</sup> March.