Programme Coordinator (M/F)
Ethical Tea Partnership

Job type: Full-time position, 2-year contract, with a possibility of extension
Salary: Competitive based on skills and experience
Location: Blantyre / Mulanje / Thyolo

The Ethical Tea Partnership (ETP) is looking for an experienced, gender-sensitive and self-motivated Programme 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 excellent project management and stakeholder engagement skills gained through supporting rural communities on income generation and entrepreneurship, natural resource management, food security, and/or gender equality.

About the Ethical Tea Partnership
We are a membership organisation of over 50 tea buying companies who are all committed to ETP’s mission of a more socially, environmentally, and economically sustainable tea industry. As part of this, we aim to improve the lives and livelihoods of tea workers and smallholder farmers as well as the natural environment in which tea is grown.

In each of the key tea producing regions, we work with tea producers (estates and smallholder farmers) to tackle sensitive, complex, and deep-rooted issues that hold back the life chances of tea communities. ETP’s programmes aim for sustainable incomes, female empowerment, welfare and decent working and living conditions on tea estates, food security, climate change resilience and environmental sustainability.

ETP has a small team in the UK and a network of regional teams based in the key tea producing countries. In Malawi, we have a Country Manager who manages a team of four people. More information on ETP can be found on our website: www.ethicalteapartnership.org

Job Purpose
The post holder will be responsible for the successful management of different sustainable livelihoods and environmental programmes that ETP oversees and implements in Malawi. This will include maintaining strong relationships with our key stakeholders in Malawi (including tea workers and smallholder farmers, tea estates and producer companies, the Tea Association of Malawi, government departments and implementing partners) line managing junior team members, budget management / reconciliation, ensuring effective monitoring of progress against key performance indicators, and timely reporting to the Country Manager and the UK office. The programmes in question are:

- Village savings and loan programme with tea estate workers and smallholder farmers
- Tree nurseries managed by tea farmers, incl. training on nursery management, planting, and forestry management
- Technical and business support to tea farmers on beekeeping
- Technical and business support to tea farmers on the production of fuel-efficient cookstoves
- Entrepreneurship training and business coaching to tea farmers

In addition, the Programme Coordinator will contribute to the strategic development of new work, which will include identifying new opportunities for ETP (in terms of activities, funding, and partnerships) and forging new relationships. They will also provide support to the wider Malawi team as and when requested and participate in team meetings.

**Key interfaces**

| Internal:                      | - ETP colleagues in Malawi and globally  
|                                | - Line-managed by the Country Manager  
| External:                     | Tea producers and tea association, partner organisations, government, NGOs, funders, and certification organisations |

**Person specification**

| Experience/attainment          | Significant **project management experience** including the management of activities aimed at sustainable livelihoods of rural communities, poverty alleviation, environmental management, entrepreneurship, female empowerment/gender equality, child marriage, food security, and/or emergency preparedness  
|                               | **People management** experience, including of internal teams and short-term external consultants  
|                               | **Stakeholder engagement**: developing new relationships and maintaining existing ones to carry out/establish collaborations effectively and achieve common goals  
|                               | Experience of developing and implementing effective processes for **progress monitoring and evaluation**  
|                               | **Report writing** - in English  
|                               | Baseline/impact **survey delivery**  
|                               | Proven experience of **community mobilisation and influencing**  
|                               | **Risk mapping**  
|                               | **Financial management**, including budget development, tracking expenditure, and reconciliation  
|                               | **Desirable**: experience managing environmental initiatives  
| Skills & knowledge            | University degree level qualification relating to the job role, e.g. in rural development, business, agriculture, other social or environmental sciences  
|                               | Analytical skills  
|                               | Good verbal communication skills  
|                               | Good writing skills, including of case studies with personal stories of tea workers/farmers and their families  
|                               | Ability to listen to vulnerable / low-income communities and translate their needs into activities that address pressing issues  
|                               | Good networking and community mobilisation skills  
|                               | Proficient use of MS Excel, Word, Outlook, and PowerPoint  
|                               | **Desirable**: good photography skills  
| Performance behaviours        | The ideal candidate will have:  
|                               | A strong desire to want to help people reach their potential, and be passionate about seeing others succeed  
|                               | Proven delivery of effective and practical solutions to complex and sensitive issues through engaging the support of a variety of key stakeholders  
|                               | A track record in problem solving and evidence-based decision-making  

• Strong interpersonal skills and the ability to interact with everyone, irrespective of status in society

They will also be:
• A team player
• Self-motivated
• Committed to the promotion of cross-organisational learning

Closing date for application: **14th August 2020**
Please send applications to: thwango.ndalama@ethicalteapartnership.org and liz.rees@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 non-adherence to the above-mentioned page limitations will automatically disqualify you.

Interviews are expected to be held in September in Blantyre, Malawi, and virtually.