

Programme Officer

Working as part of a small and committed team, you will be supporting the programmes team with the delivery of livelihoods and environmental sustainability projects in Africa and Asia. You will have excellent project management skills, be organised, self-motivated, committed to ETP's goals, and are able to work flexibly and deliver effectively.

The Ethical Tea Partnership

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

ETP works with tea producers and smallholder farmers in tea buyers' supply chains and helps them meet internationally recognised social and environmental standards. ETP 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 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. ETP is in the process of developing a new 10-year strategy and so it is an exciting time to join the organisation.

Detailed Job Description

The Programme Officer's main task will be to support the delivery of ETP programme activities in different tea growing regions. In the first year, there will be a heavy focus on Malawi where we are in the final stages of a ground-breaking five-year living wage programme. This programme works across a series of sustainability themes: worker representation, labour conditions, gender, climate change adaptation and mitigation, reforestation, nutrition, farm productivity, income diversification, and access to finance. We have just started a number of new activities in Malawi which will allow us to continue working on nutrition, access to finance and the diversification of incomes for the next few years.

In the immediate future, the Programme Officer will also support the delivery of a global nutrition partnership which has field activities in India, Kenya, and Malawi. In addition, he/she may be asked to contribute to other work the organisation has prioritised. This will include opportunities to input into the development of new activities and approaches in line with our new strategic objectives.

Key Tasks

To support the delivery of programmes and activities in line with ETP's Malawi country strategy, the objectives of the nutrition partnership, and ETP's overall strategic objectives. This includes:

- Being the main point of contact for the Malawi team and working closely with them on the timely delivery of all current programme objectives
- Close engagement with ETP’s strategic partners to ensure joined-up delivery of activities and collation of impact data. Also maintaining and building effective relationships with external stakeholders who are beneficial to ETP on an organisational level
- Financial management of all ETP’s Malawi and global nutrition partnership activities; tracking expenses, reporting against budgets, reconciliation of invoices
- Ensuring timely reporting on progress and impacts in line with ETP’s overall M&E framework and donor requirements, including board updates and donor reports

To support the development of new initiatives

- Supporting the development of new projects and funding proposals, for work in Malawi or other tea growing regions in line with our strategy

To contribute to organisational learning and development

- Managing the Monitoring, Evaluation, Accountability and Learning of the Malawi programmes and of nutrition partnership activities
- Contributing to the strengthening of ETP’s internal M&E process

To support the development of communication materials on Malawi and nutrition field activities

- Writing communication materials for internal and external use on the basis of collated progress and impact data
- Developing case studies and PowerPoint presentations to highlight the positive impact of our work on tea communities.

PERSON SPECIFICATION

| | Essential | Desirable |
|-------------------------------|---|---|
| Experience | <ul style="list-style-type: none"> • Experience of project management, including monitoring & evaluation, development of KPIs, donor reporting, budget review and financial management • Experience of strategy development and multi-year planning • Experience of working with external partners/organisations • Experience of effectively juggling multiple priorities | <ul style="list-style-type: none"> • Experience of developing and managing development programmes in rural/agricultural communities • Experience of working in a small, busy organisation • Experience of working in Africa or on projects based in Africa • People management, including of remote teams • Creating and coordinating surveys • Contracting consultants |
| Skills & Knowledge | <ul style="list-style-type: none"> • Demonstrable interest in sustainability • Strong understanding of ethical supply chain issues | <ul style="list-style-type: none"> • Knowledge of agricultural supply chains • Experience of working with companies on corporate responsibility or ethical supply chain issues |

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| | <ul style="list-style-type: none"> • Knowledge of good practice in impact assessment and M&E • Excellent research, analysis and communication skills • Excellent IT skills | <ul style="list-style-type: none"> • Knowledge of key areas of ETP’s work programmes e.g. human rights, gender, climate change, nutrition • Knowledge of social and environmental codes and standards |
| Performance behaviours | <ul style="list-style-type: none"> • Self-motivated • Organised, with ability to plan and manage competing priorities • Collaborative/team player • Flexibility • Integrity | |
| Education level | <ul style="list-style-type: none"> • Degree level in relevant field | <ul style="list-style-type: none"> • Masters’ degree, or equivalent higher education qualification, in a relevant field • Project management training • Sustainability-related training |

Contract & working arrangements

This is a full-time 2-year position; there may be opportunities for an extension beyond this period. Because of Covid-19, we are currently working a minimum of two days in the office (London, UK) and from home the rest of the time. We are keeping these working arrangements under review, in line with government advice. Other flexible working arrangements have recently been introduced. Salary will be commensurate with skills and experience.

Please send a CV and a 1-page cover letter, explaining your suitability for the role and what you can contribute to ETP to Heleen Bulckens (Heleen.bulckens@ethicalteapartnership.org) **by 20th September**. Interviews are likely to be held in the week commencing 12th October.