



**Ethical Tea
Partnership**

PROGRAMME MANAGER: ASSAM

Job description

Overview

Job title	Programme Manager: Assam
Role Type	Contractor (37.5 hours/week).
Contract Period	Three years.
Location	Assam, (with frequent travel to tea estates across the region).
Fees	Competitive based on skills and experience.
Funding of Role	This role is funded by project funds, which are to be contracted with the funders by the end of 2021.
Rest days	ETP has a Rest Days Policy that relates to additional time off work over and above the weekly rest periods built into a contractor's week-by-week work. This is viewed as essential for the health and wellbeing of contractors.

About the Ethical Tea Partnership

The Ethical Tea Partnership (ETP) is a membership organisation working with tea companies, development organisations and governments to improve the lives of tea workers, farmers and the environment in which they live and work.

Much of the world's tea is grown in places that face significant sustainability challenges. ETP's programmes are focused on driving forward long-term systemic changes in three impact areas - economics, equality and environment. These programmes aim to improve the progress that is being made towards attaining the United Nation's Sustainable Development Goals in tea-growing regions.

With the support of almost 50 members, including the biggest multinational companies in the tea sector, ETP's programmes to date have reached over one million people. As well as supporting communities on the ground, the organisation leads the sustainability agenda through business innovation and influencing.

ETP holds a strong track record in driving and delivering change in tea-growing regions through a range of partnerships; these span national tea boards and tea research institutes, producer associations, local and international NGOs, UN agencies such as the FAO and UNICEF, institutional donors such as IDH - Sustainable Trade Initiative, GIZ, and others.

The organisation is made up of small, but dedicated, expert teams across most tea-growing regions, including Africa and Asia, as well as a London-based secretariat.

The role

This is an exciting time to be joining ETP as we are developing several new programmes and partnerships to support our strategy. It is also a challenging time as we respond and adapt to the impact of COVID-19 on people and programmes.

As a Programme Manager based in Assam, India you will be responsible for managing the implementation of a scale up of ETP's flagship project, the Plantation Community Empowerment Programme ("PCEP"), as well as supporting programme delivery of the UNICEF-ETP Improving Lives partnership.

These projects work across a range of issues, such as innovating new approaches for governance on tea plantations, building economic resilience in tea communities and ensuring safety and opportunities for women and children.

We are looking for someone who can effectively manage a portfolio of projects, ensuring rigour, results and value for money, and who has excellent interpersonal and communication skills. As we work with a range of partners, the preferred candidate will be a natural collaborator and believe in the power of partnerships. At the same time, they will need to be able, and willing, to work independently.

What you will do

1. PROGRAMME MANAGEMENT (SPLIT APPROXIMATELY 90:10 BETWEEN PCEP AND UNICEF RESPECTIVELY).

- » Be responsible for PCEP programme implementation, specifically:
 - Oversee delivery of activities to meet programme objectives and provide continuous guidance to <7 field staff on project implementation.
 - Effectively engage with implementing and other partners to ensure projects are delivered against agreed timelines and where necessary approaches are adapted to achieve best possible outcomes. Key partners include The Action Northeast Trust – Institute of Development Action (IDeA NE), the India Tea Association (ITA), tea producer and tea packer companies.
 - Assess potential risks to the programme and devise mitigations strategies with the team and partners.
 - Proactively monitor progress, resolve issues and initiate appropriate corrective action.
 - Manage the programme budget, ensuring donor, financial and operational compliance.

- » Undertake the role of UNICEF liaison, specifically:
 - Be the key, local contact point for the UNICEF program (supported by ETP UK).
 - Attend meetings as and when needed.
 - Interrogate and understand project progress and impact data.
 - Help ensure the programme meets the needs of ETP member and funders.
- » Ensure the two programmes on the estates (UNICEF and PCEP) complement each other and duplication is avoided.

2. INFORMATION MANAGEMENT AND REPORTING

- » Report on progress and impact of project to different stakeholders including ETP's Board and funders through quarterly progress reports, project reports, blogs and news items.
- » Be responsible for ongoing and complete monitoring and evaluation of the PCEP programme, in line with ETP's overall MEL framework and donor requirements, with support from ETP's UK-based Insights Manager.
- » Capture and disseminate learnings effectively and use the learnings to adapt the programme where/when necessary.

3. COMMUNICATIONS & EVENTS

- » Work with ETP's Communications team to support the communications strategy in relation to the PCEP and UNICEF programmes, including developing relevant content and identifying innovative and regionally-effective reporting tools and methodologies.

4. PEOPLE MANAGEMENT

- » Manage and supervise all field level staff.
- » Manage and coordinate any capacity-building that may be necessary for the field teams from time to time.

What you bring to the role

- Minimum of five years' experience in project management, including budget management and report writing, preferably in one of the fields of social development, sustainability, climate change or responsible supply chain management;
- Demonstrable experience of using participatory and multistakeholder approaches in programme implementation;
- Excellent understanding of stakeholder and donor management, and of applying Monitoring, Evaluation and Learning frameworks;
- Outstanding communication skills, including written and verbal English;
- Fluency in spoken Assamese and/or Hindi;
- Ability and enthusiasm to manage multistakeholder programmes from inception to final impact analysis;
- Experience of supervising a team and supporting good working relationships with colleagues;
- Strong understanding of complex development challenges;
- Understanding of the tea sector and/or ETP's thematic focus areas (Equality, Environment and Equality) is an advantage, but not necessary.

How to apply

To apply, please send a CV (maximum 2 pages) and a one-page, compelling cover letter, explaining your suitability for the role and what you can bring to ETP by Monday 28th October 2021.

Please send your application to info@ethicalteapartnership.org with the subject line 'Programme Manager – Assam.'

If you have any questions about this role, please send them via email to info@ethicalteapartnership.org

We regret that non-adherence to the above-mentioned page limitations will automatically disqualify you.

Please note only shortlisted candidates will be contacted.

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Ethical Tea Partnership



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