

International Project Manager – Supply Chains

Job Description and Person Specification



27/07/20

<u>Job Title:</u>	International Project Manager – Supply Chains
<u>Grade and Salary:</u>	£35,000-40,000 p.a. depending on experience
<u>Reporting To:</u>	Head of International Programmes
<u>Location:</u>	Brighton
<u>Contract:</u>	2 years with a possibility of extension
<u>Hours:</u>	Full Time
<u>Travel Requirements:</u>	The post will involve international travel
<u>Closing date & Interviews:</u>	The closing date for applications is 21st September 2020 . Interviews will be held in the week of 5 th October 2020.

PAN-UK

PAN UK is the only charity in Britain dedicated solely to raising awareness of the problems with pesticides and working for better solutions. It is an independent, non-profit organisation, which works nationally and internationally to eliminate the use of hazardous pesticides and to support the adoption of sustainable alternatives.

PAN UK operates as part of a global network of partner organisations. Its work reaches directly to smallholder farmers as well as national policy makers, UN organisations and global supply chain actors.

Our field projects have trained thousands of farmers to eliminate hazardous pesticides while achieving better yields and income than their conventional neighbours. Meanwhile, our work with supply chains encourages brands, retailers and other actors, such as sustainability standards, to support farmers to reduce reliance on harmful pesticides and adopt more sustainable models of production.

The successful candidate will join the International Team at an important time of growth and opportunity. Brands, retailers, sustainability standards, governments and consumers are increasingly recognising the negative impacts of conventional agriculture on the health of rural communities and their natural resources. We are seeing increasing interest in sustainable production methods that protect livelihoods, human health and the environment.

The role

This new role offers a significant opportunity to expand our work with supply chains. Building on our well-respected and established cotton programme you will bring lessons from our field projects to influence key supply chain actors. PAN-UK already has close relationships with the Better Cotton Initiative, the Organic Cotton Accelerator, Textile Exchange and others. A confident and articulate communicator, you will engage with the various cotton sustainability initiatives to influence their policies and share best practice. PAN-UK also has links with other members of ISEAL and the UK team leads our engagement with the major supermarket chains concerning standards on pesticides. A key part of the role will be to expand our supply chain work with other sectors and commodities.

You will need to communicate effectively with donors, partners, supply chain actors and other stakeholders. As the International Project Manager you will be expected to take responsibility for

International Project Manager – Supply Chains

Job Description and Person Specification



developing and managing projects that deliver measurable, positive impact to smallholder farmers and their communities. You will be expected to use this evidence to engage with donors and supply chain actors to promote the wider adoption of sustainable agricultural production and to encourage positive innovations.

PAN-UK's work is evidence-based and academically rigorous. This reputation has taken many years to build and has secured a high degree of respect among partners and donors. It will be important that the new team member is committed to this same professional standard.

The successful candidate will be a valued member of a small and supportive team. The work is varied, challenging and involves international travel. Each member of the team is responsible for their own administration. It is important to be well-organised and flexible.

Duties

- Developing a clear strategy and action plan for PAN UK's international supply chain work (supported by Head of International Programmes and Director)
- Influencing key actors in selected commodity supply chains
- Identifying funding opportunities and developing new projects with the International Team
- Project management and administration, including financial management (supported by the Finance Team)
- Project monitoring and evaluation, partner coordination and collaboration
- Delivering high quality donor reports and funding proposals
- Feeding expertise into the UK team's supermarkets campaign
- Co-ordinate with PAN UK's Communications Manager to ensure consistency in our communications and maximise reach and impact
- Representing PAN UK externally at meetings and conferences
- Working within PAN UK's policies, processes and procedures at all times
- Other duties as may reasonably be requested and commensurate with the post

Person Specification

Essential:

- Committed to the aims of PAN-UK
- An understanding of sustainable agriculture / agroecology in the context of smallholder farming in Low and Middle Income Countries (LMICs)
- Project development and management experience
- Exceptional communications skills
 - Excellent written communication skills in English in order to communicate complex technical issues with diverse audiences in a clear, meaningful and effective way
 - Good interpersonal skills. Must relate well to a range of people – farmers, researchers, donors, supply chain actors
 - A good negotiator and consensus builder, able to make a persuasive case and to build support for it
 - Experience of producing content for traditional print media and / or social media

International Project Manager – Supply Chains

Job Description and Person Specification



- Public speaking
- Experience of working with supply chain actors in sustainable production and consumption / multi-stakeholder initiatives
- Relevant postgraduate qualification and an additional three years relevant work experience in supply chains **OR** at least six years relevant work experience
- Willingness to travel overseas independently
- Able to work both autonomously and in a team
- Motivated, self-reliant, reliable
- Attention to detail, well organised
- Ability to be flexible, respond positively to change, work effectively under pressure and deal with conflicting priorities
- A positive, 'can-do' attitude and the confidence to undertake new tasks
- The right to live and work in the UK

Desirable:

- Trust or institutional fundraising experience
- Monitoring and evaluation
- Experience working overseas, particularly in LMICs
- Interest in broader issues, such as key challenges in global agriculture, climate change, biodiversity, development, gender, disability
- Experience using participatory methodologies
- Experience delivering training
- Experience writing accessible content and using traditional and social media to advocate for change.
- Fluency in French and /or Spanish

Specific Responsibilities

1. Supply chain programme manager

- Developing a clear strategy and action plan for PAN UK's international supply chain work with the Head of International Programmes and Director
- Advocating and supporting positive and significant change in the cotton sector and other commodities
- Promoting and supporting improved pesticides standards and sustainable alternatives among other supply chain actors
- Working closely with other members of the International Team to ensure communications are accurate and reflect latest position on a range of relevant issues including agroecology, pesticide policy, food systems, climate change
- Working closely with PAN UK's Communications Manager to develop content for the website and other external communications channels in line with Action Plan on Supply Chains
- Feeding in expertise to the UK team's supermarkets campaign which aims to reduce pesticide-related harms linked to the supply chains of the UK's biggest supermarkets

International Project Manager – Supply Chains

Job Description and Person Specification



- Ensuring alignment with other PAN UK initiatives, including our UK advocacy and campaigning activities

2. Project Management

- Managing and developing projects in collaboration with partner organisations
- Writing project proposals and budgets, developing project frameworks
- Establishing effective monitoring systems
- Managing donor reports and administration
- Identifying funding opportunities

3. Other

- Be an active member of the PAN-UK Team, attending meetings, sharing information, providing reasonable assistance to colleagues and feeding into the team's strategy
- Engaging with international organisations and networks to further the aims of PAN-UK
- Represent PAN UK externally, ensuring to enhance the organisation's reputation
- Work within PAN UK's policies, processes and procedures at all times
- Other duties as may reasonably be requested and commensurate with the post

If you would like to have an informal discussion about the role, please email sheila@pan-uk.org

How to apply:

To apply, please send a CV and supporting statement (no more than 2 sides) explaining how you meet the person specification and what you can bring to the role to Sheila Willis, Head of International Programmes, at sheila@pan-uk.org by **9am BST on 21st September 2020**.

Please use the subject header '*Application for International Project Manager – Supply Chains*'.