



JOB PROFILE

JOB TITLE: SENIOR PROGRAMME MANAGER - COCOA AND NUTS

INTRODUCTION

Twin is an international NGO delivering development through trade in partnership with businesses and 54 producer organisations representing 400,000 coffee, cocoa and nut smallholder in 17 countries. Our trading company, Twin Trading, works to access value-added markets for our producer partners and offers quality coffee and cocoa with development impact. Twin also works with sister company Liberation Foods to support nuts producer organisations in accessing markets.

We unlock the power of trade to strengthen producer organisations and deliver social justice, economic development and environmental sustainability for small farmers. We are engaged throughout the value chain to balance producer support with creating market demand, building partnerships that deliver sustainable, scalable and meaningful change.

MAIN PURPOSE OF THE JOB

The job is part of the Producer Partnership Programmes (PPP) team and supervises cocoa and nuts programme execution.

This includes providing strategic leadership on Twin's work mainly in cocoa (to a lesser extent in nuts) and generating and managing resources for effective delivery of projects with producer partners. Growing the cocoa programme has been identified as a strategic priority for Twin and the post-holder will lead that scale-up, involving:

- Identifying and securing new sources of funding to ensure continuation of existing projects and develop new ones.
- Collaborating with the Cocoa Marketer to shape and implement Twin's marketing strategy for cocoa.
- Building project and trading relationships with new producer partners in line with programme and marketing strategies.



- Maintaining relationships with existing core partners (producers, donors and private sector partners) through effective project management.
 - Together with the Head of Programmes, developing a resourcing strategy for Twin's cocoa (and nuts) work going forward.
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POSITION IN THE ORGANISATION

Reports to: Head of Programmes.

Manages: Programme Manager and Programme Support Officer (London based).

Works closely with the Cocoa Marketer (part time) on the trading side.

Receives support from: other members of the PPP team.

DIMENSIONS & LIMITS OF AUTHORITY

- Supervision of Cocoa and nuts budget (~£1m a year).
 - Contribute to cocoa and nuts strategy review (as required).
 - Develop and maintain relationship with existing or new donors within agreed parameters.
 - Direct responsibility for the management of assigned projects.
 - Staff management: as above.
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KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Project Management

- Ensures projects are delivered effectively through the entire cycle from development and submission to execution, monitoring and reporting, through both direct intervention and supervision of programme support officer and associates.
- Responsible for the cocoa and nuts programme budget.
- Manages relationships with key donors and key customers.
- Responsible for strengthening relationship with Marketing and Trading team (specifically the Cocoa Marketer) in implementation of the cocoa projects.

Strategy

- Contribute to review of cocoa and nuts strategies.
- Ensure alignment with Regional Manager for the Africa programme.
- Ensures that cocoa and nuts projects are implemented in line with Twin's holistic approach and Theory of change (governance, business basics, quality and value addition, sustainable production, gender justice and access to markets).



Business Development

- Oversees fundraising strategy for cocoa and nuts, including identification of new funding opportunities and development and submission of proposals.
- Demonstrates business case to secure donor & private sector investment.
- Responsible for establishing relationships with new programme partners, donors and private sector companies.

Learning and innovation

- Ensures all cocoa and nut project activities are properly monitored and reviewed.
- Promotes effective learning within Twin; ensures learning and innovation is documented and disseminated to improve practice and policy.
- Works collaboratively with the coffee project team to ensure cross-project learning and consistency of approach.

Internal Management

- Responsible for management of Programme Manager and Programme Support Officer for cocoa and nuts.
- Responsible for setting annual objectives for Programme Manager and Programme Support Officer.
- Responsible of managing tasks of associates lined to the programmes under her/his responsibility.

Other

- Represent Twin in fora and events.
- Support internal communication within Twin and provide information for website updates and other external communication purposes.
- Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.

PERSON SPECIFICATION

Qualifications and experience

- A minimum of a Master's degree in international development or related subject.
- At least four years' experience in planning, designing and delivering overseas development projects with local partners in a rural/agriculture setting.
- Demonstrated experience in donor relationship development and securing new funding (both institutional grants and private sector finance).
- Experience in managing the performance of staff and consultants, including at a distance.
- Experience in working on value change and market systems development approaches, preferably in cocoa or/and nuts.
- Experience in managing the performance of staff and consultants, including at a distance.



Skills

- To think strategically and provide leadership for multi-dimensional programmes.
- To network and develop new partnerships with a variety of organisations, including donors, private sector, research institutions and service delivery.
- To lead the design and coordinate the delivery of business and organisational capacity building programmes with local partners.
- To work confidently with financial information, preparing and analysing budgets, accounts and financial statements.
- To communicate effectively in both verbal and written forms with a variety of stakeholders, but particularly including donors, private sector and farmers.
- Fluency in English and working knowledge of French and and/or Spanish (desirable).
- Ability and willingness to travel overseas up to four times in the duration of the contract.

Knowledge

- Of smallholder agricultural and producer organizations.
- Of the donor environment for agricultural development and marketing programmes.
- Of cocoa and/or nuts production and marketing (desirable).

PACKAGE

Hours of work: 3 days a week (21 hours per week) with possible extension to 4 days.

Location: Central London with frequent travel.

Salary band: £38,306 to £42,500.

Contract conditions: permanent contract (6 months' probation).

Holiday allowance: 15 days-(pro rata equivalent to 25 days per year)- plus bank holidays and other statutory holidays.

PROCESS

Send your application to jobs@twin.org.uk indicating the job title in the subject **by 9:00 am on 13th March 2018**. Interviews to be held w/c 19th March.

Applications should include a **cover letter explaining your suitability for the job and a recent CV**.