



<b>JOB DESCRIPTION</b>			
<b>Job title</b>	Support Officer – Cocoa, Nuts and Coffee	<b>Team</b>	PPP
<b>Job holder</b>	Vacancy	<b>Reports to</b>	Senior Manager Cocoa and Nuts (works closely with Head of programmes, Senior Programmes Manager for Coffee Programme and Cocoa Marketing Associate)
<b>Job type</b>	12 months contract	<b>Date amended</b>	Aug 2018
<b>Company's profile</b>	<p>Twin is a development through trade NGO working with 49 producer organisations representing 400,000 coffee, cocoa and nut smallholder in 17 countries across Latin America, Africa and Asia. Our wholly owned coffee and cocoa trading company - Twin Trading, works to access value-added markets for our producer partners and offers quality products with development impact.</p> <p>We unlock the power of trade to strengthen producer organisations and delivery social justice, economic development and environmental sustainability for small farmers. We are engaged throughout the value change to balance producer support with creating market demand, building partnerships that deliver sustainable, scalable and meaningful change.</p>		
<b>Job aim</b>	<p>The Support Officer's role is part of the Programmes team and supports the operations on cocoa, nuts and coffee site of the business in Africa and Latin America, including project coordination, monitoring budget expenditure and reporting.</p> <p>This role has across commodities focus but initially will be a focus on cocoa and nuts in Africa.</p>		
<b>KEY RESPONSIBILITIES AND ACCOUNTABILITIES</b>			
<b>Project Delivery</b>	<ul style="list-style-type: none"> <li>• Project administration, including maintaining records and monitoring expenditure against budgets.</li> <li>• Monitoring project fund balances and raising payments requests as required.</li> <li>• Providing support to project implementation including logistics, coordination of workshop and training events.</li> <li>• Support on monitoring and evaluation, including the collection of monitoring and evaluation data and coordination of reporting.</li> <li>• Organise meetings and take minutes.</li> </ul>		

<b>Project Development</b>	<ul style="list-style-type: none"> <li>• Support the development of funding proposals.</li> <li>• Work alongside and be an integral part of the programmes team, including suggesting new systems and improve project management and project administration across the organisation.</li> <li>• Ensuring good linkage and communication with the Marketing and Trading team where appropriate.</li> </ul>
<b>Internal Management</b>	<ul style="list-style-type: none"> <li>• Providing support to associates/consultants in the context of the project, including contract management and coordinating field visits</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Assist with keeping project information on the company's website up-to-date</li> <li>• Work closely with communication team to ensure key information on projects and POs is accessible and up to date.</li> <li>• Works collaboratively with other members of the PPP team to ensure cross-project learning and consistency of approach</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility</li> </ul>

## **PERSON SPECIFICATION**

### **Essential Criteria**

- A minimum of a bachelor's degree Ideally within the areas of development, agriculture or sustainability
- Minimum two years' experience on project administration or coordination.
- Experience in monitoring, evaluation and reporting.
- Proven ability to plan, coordinate and monitor project activities.
- Proven ability to work with financial information, preparing and tracking budgets in excel.
- Highly developed, demonstrated teamwork skills including capacity building.
- Knowledge of smallholder agricultural and producer organizations.
- Knowledge of the donor environment for agricultural development and marketing programmes.
- Excellent attention to detail and time keeping
- Experience organizing meetings and note taking

### **Desirable Skills**

- Experience in working in cocoa, coffee or ethical trading sectors
- Experience of working in partnerships with producer organisations
- Experience in capacity building and organisational support
- Working knowledge of Portuguese would be an advantage.
- Knowledge of Spanish and French are desirable.
- Excellent administrative skills.
- Ability to work in multicultural environments

<b>PACKAGE</b>			
<b>Hours of work</b>	Full time - 35 hours a week	<b>Salary band</b>	£24,000 to £26,000 - Dependent on experience
<b>Location</b>	Central London	<b>Holiday allowance</b>	25 days per year, plus bank holidays
<b>PROCESS</b>			
Please send your CV and cover letter explaining your suitability for the job to <a href="mailto:jobs@twin.org.uk">jobs@twin.org.uk</a> and indicating the job title in the subject by <b>9:00 am on 30<sup>th</sup> Aug 2018</b> .			