

Job opening Program Manager Countries and Partnerships

1. Background

We, the Global Coffee Platform (GCP), are an inclusive multi-stakeholder sustainability platform that enables the coffee sector's journey towards sustainability. Guided by our vision of a thriving, sustainable coffee sector for generations to come, we work on achieving transformational change for 1mio+ coffee farmers by 2030. We enable producers, roasters, governments, traders, and NGOs to align and multiply their efforts and investments, collectively act on local priorities and critical issues, and grow and scale successful sustainability initiatives across the coffee world.

As GCP, we convene public and private sector stakeholders to create a common understanding on the most critical sustainability challenges at a producing country level. We strengthen public-private collaborations through national coffee platforms in order to improve the business environment for sustainable coffee. We offer our members the opportunity to engage through action-oriented initiatives designed to advance farmer prosperity through addressing local priorities and pressing sustainability issues. We facilitate measurement of sustainability progress and encourage our members to increase their sustainable coffee purchases.

In order to make this happen, we work in the GCP Secretariat in an open and friendly international team. We organise our work effectively, flexibly and innovatively, using agile methods and valuing positive cooperation and communication. We enjoy building bridges across the coffee world and within and between the private sector, public sector and civil society. We embrace learning and constantly developing our approaches, tools and ways of working further to achieve measurable results and impact. As the world changes, the coffee sector changes and so does GCP – as part of our team you can shape GCP of the future and help to build a sustainable coffee sector.

2. Role & Responsibilities

The Program Manager Countries and Partnerships is the key person in the GCP Secretariat to drive and support GCP's work in coffee countries. He or she ensures that our country plans are being put into action, that we work well with local stakeholders and that we communicate clearly and positively about our work in the countries. To support achieving our ambitious goals, the Program Manager Countries and Partnerships helps expanding partnerships and ensures coordination of resource mobilization and proposal development.

Key responsibilities include:

Country Platform programs (60-70%)

- Engaging and cooperating with Country Coordinators in the coffee producing countries in which we work, supporting them in strengthening National Coffee Platforms and deploying targeted interventions to deliver transformational change for coffee farmers in measurable ways
- Co-designing and adapting sustainability approaches and activities in coffee countries, together with local experts, private and public sector and civil society partners

- Tracking the progress and monitoring the delivery and performance of the country plans
- Coordinating and supporting reporting and internal & external communication
- Overseeing utilization of budgets allocated to country teams
- Fostering collaboration between Country Platforms across continents to accelerate growth and performance; further develop GCP's Learning & Exchange program
- Conceptualizing and organizing innovative learning pathways and events in-country and internationally
- Supporting the refinement and further development of our tools that help to increase the sustainability of the coffee sector, and promote their use between Country Platforms, GCP Members and other partners
- Possibly, supporting the start of our work in new countries

Partnership development (30-40%)

- Building and expanding partnerships with partners and donors in support of Country Platform programs
- Coordinating and supporting collaboration between Country Platforms and strategic partners, donors at global level
- Coordinating and supporting grant proposal writing
- Supporting relationship development with new partners and donors, in close collaboration with global and country colleagues

The Program Manager Countries and Partnerships reports to the Director Programs and Corporate Partnerships and closely collaborates with the Communication Manager, the Manager Member Relations and Corporate Partnerships and the Fundraising Manager.

3. Profile & qualifications

For the Program Manager Countries and Partnerships, we are looking for an individual with the following experiences and skills:

Knowledge and experience

- Bachelors or Master's degree in a relevant subject (for instance, Economics, Business Administration, International Development, International Relations, Social Science, Agriculture or similar).
- At least five years of working experience in project management in the private sector or not-for-profit sector and/or partnership development in related fields
- Relevant experience working with several stakeholders/countries across organizations and partners
- Ideally, work experience in the coffee sector and/or coffee producing countries, or with other agriculture commodities
- Ideally, track record in cooperation with (public) donors
- Ideally, work experience in multi-stakeholder / membership organisations.

Skills and abilities

- Excellent communicator and networker with positive and pragmatic thinking
- Dedicated team player with fresh and innovative ideas and interest to take responsibility and support GCP in its development

- Sensitivity to deal with people from diverse cultures and sectors, including high-level representatives
- Ideally, advanced understanding of private sector, public sector and civil society
- Strategic and holistic thinker with passion for both the big picture and necessary details; ability to quickly understand new contexts and situations
- Organised and able to work flexibly in a fast-moving setting under pressure and to adhere to tight deadlines
- Excellent verbal and written communication skills in English; good knowledge of an additional coffee language(s) especially Portuguese, Spanish, Vietnamese or Bahasa Indonesia is an advantage
- Strong command of MS PowerPoint, Excel, and Word
- Passion for sustainable coffee!

4. What we offer

This is a full-time position within GCP (40 hours per week) with a period of employment of initially one year, extension desired. Preferred location is the GCP Secretariat in Bonn, Germany, other locations to be considered. We expect a willingness and ability to travel to coffee producing countries, for up to 30% of the working time. Our office language is English.

We will negotiate an adequate and attractive salary and package with the successful applicant, which also covers relocation costs. The gross monthly salary range for the position in Bonn is between EUR 3500 - 4000, depending on experience and competences. For the position in Bonn, our contracts are subject to German Labour Law and include 30 days of holidays per year, in addition to all German public holidays.

5. How to apply

Please send your application in English (letter of motivation, Curriculum Vitae, reference letters or reference contact details) with earliest start date and salary indication by email to staff@globalcoffeeplatform.org. **The deadline for applications is June 29th 2022.** Applications will be revised on a rolling basis.

Please refer to “Program Manager Countries and Partnerships” in the subject line of your email. Applications will be treated with all due discretion.

We plan to hold online interviews with shortlisted candidates in calendar week 27 and face-to-face interviews in calendar week 33.

For more information about the Global Coffee Platform please visit: www.globalcoffeeplatform.org