



JOB DESCRIPTION

Livestock Officer

Maternity Cover 9-12 Months
July 2021

The Sustainable Agriculture Initiative Platform (SAI Platform) was established in 2002 by the food industry to support the development of sustainable agriculture worldwide. Today it has over 130 members across the value chain, covers major agricultural commodities and operates globally. SAI Platform operates on a pre-competitive and non-commercial basis, driving change through collaboration.

SAI Platform is overseen by an Executive Committee and run by a Secretariat of fourteen people working from various locations mainly in Europe. The core areas of the Platform's activity are commodity-focused working groups, regional initiatives, on the ground projects, and industry solutions such as the Farm Sustainability Assessment (FSA), European Roundtable for Beef Sustainability (ERBS) and the Sustainable Dairy Partnership (SDP).

The Role

SAI Platform currently has an opening for a Livestock Officer to cover maternity leave over a period of 9-12 Months, (40h/week).

The Livestock Officer will support the Dairy and Beef programme leads in meeting the needs and expectations of both groups. He/she may also be required to support projects that address sustainability challenges in both sectors.

The focus of the role within SAI Platform will evolve as needs and priorities change. However, the initial focus of this role will be to support the delivery of the Sustainable Dairy Partnership (SDP).

Responsibilities

The key responsibilities of this role are to support the successful engagement and progress of the Dairy and Beef communities. The estimated allocation of time is as follows:

SDP (60%)

- Manage member enquiries and provide day to day support for the implementation and global roll out of the SDP via the SDP helpdesk
- Respond to user support requests
- Onboard all new users of the SDP IT platforms: digital solution and learning centre
- Ensure the SDP Learning Centre is up to date and accurate
- Support the organisation of SDP training such as webinars and physical training events
- Further support the adoption of the Sustainable Dairy Partnership's digital Solution

Dairy Working Group (15%), ERBS (15%)

- Manage logistics of meetings and related events for both groups
- Manage member enquiries and provide day to day support
- Assist with onboarding of new members and manage existing members of the groups to encourage engagement and active participation



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- Provide support on specific projects on relevant topics such as greenhouse gas emissions and deforestation.

General (10%)

- Account manager for a group of members
- Provide updates and activity/budget reports to Director General and Operations Director as required
- Alignment and collaboration with other activity areas where relevant
- Provide general secretariat support as and when required

Candidate requirements

- Excellent organisational and interpersonal skills with good attention to detail
- Excellent communication and presentation skills
- Self-motivated and able to work remotely with a virtual team
- Service-oriented attitude and able to work in a fast-moving environment
- Ability to work in a multi-stakeholder environment and manage diverse interests
- Strong IT skills and willing to learn about new systems
- Knowledge of assurance and verification processes in the food sector is preferable
- Experience and understanding of livestock industry is also preferable
- Full professional proficiency in English is essential; additional languages are an asset
- Bachelor's Degree in a relevant area and a minimum of 4 years of relevant work experience

Our offer

SAI Platform offers an international and entrepreneurial role in a dynamic industry with the potential to connect with a global network of food & drink sustainability professionals. SAI Platform offers a competitive remuneration package depending on level of experience. This position involves international travel up to 10% of time.

We invite candidates of all nationalities, living in Europe, to apply, however, we can only consider candidates who do not need a work and residence permit for an EU country.

SAI Platform is based in Switzerland and team members work flexibly in different countries, as part of a virtual team.

How to apply

Please send a CV and a cover letter outlining why you are interested in the role, relevant experience and the value you can add to: Ashling Cahill, acahill@saiplatform.org

The deadline for applications is **August 13, 2021**.