



## Dairy Program Officer Job Description

The Sustainable Agriculture Initiative Platform (SAI Platform) plays an important role towards the transformation of food systems through the adoption of sustainable agricultural practices. It brings together over 160 members from the food and beverage industry, including farmer cooperatives, manufacturers, processors and retailers. Affiliate members include agricultural input providers, support services, assurance schemes providers, as well as other industries that source agricultural products.

The Dairy Working Group represents members responsible for about 30% of the global milk volume. Its focus has been the development and implementation of the Sustainable Dairy Partnership. A business-to-business industry solution to report Dairy Sustainability progress among dairy buyers and dairy processors. In addition to the SDP, the group is also active with special projects addressing core challenges of the dairy industry: Deforestation and GHG emissions.

### Dairy Program Officer

The Livestock Officer will support the Dairy Working Group lead in operationalising the implementation of the Sustainable Dairy Partnership along with general activities of the DW. This includes supporting DWG projects that address sustainability challenges faced by the Dairy Industry. The role involves remote working with a virtual team.

### Responsibilities

#### Sustainable Dairy Partnership

- 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 trainings and promotion events such as webinars and physical training and conferences
- Together with Muddy Boots, support new developments within the SDP Reporting Hub, for example, carbon module, system enhancements and integration of new modules

#### Dairy Working Group Operations

- Manage logistics of meetings and related events for the DWG
- 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
- Facilitate the operations of workstreams: verification, technical.



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- Provide support on specific projects: greenhouse gas emissions and deforestation.

### General

- Manage membership engagement, contact information, invoices, etc
- Alignment and collaboration with other activity areas of SAI Platform
- Provide general secretariat support as and when required

### Candidate requirements

- Bachelor's Degree in a relevant area and a minimum of 3 years work experience in a relevant area.
- Excellent organisational and interpersonal skills with good attention to detail
- Excellent communication and presentation skills
- Ability to multitask and work independently
- 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 upskill 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

### Applications

With this position SAI Platform offers an influential role in the agricultural raw material sourcing sector. Employment will either be on a freelance or employee contract basis. The role involves some 10-20% of travel. SAI Platform invites candidates of all nationalities to apply.

Please send your application (a CV of no more than two A4 pages, and a one-page cover letter) to [acahill@saiplatform.org](mailto:acahill@saiplatform.org) mentioning 'SAI Platform Dairy Programme Officer, in the subject line. Send your application no later than **26th September 2022**.

For more information about this position, please send an email with your queries to [acahill@saiplatform.org](mailto:acahill@saiplatform.org)