



## JOB DESCRIPTION **GLOBAL ENGAGEMENT OFFICER** January 2023

The Sustainable Agriculture Initiative Platform (SAI Platform) was established in 2002 by the food and drink industry to support and champion the development of sustainable agriculture worldwide. Today it has over 170 members across the value chain, covers major agricultural commodities and operates globally.

### **The Role**

SAI Platform currently has an opening for a Global Engagement Officer (40hrs/week)

Joining SAI Platform offers the successful candidate an exciting opportunity to be part of an organisation that is at the forefront of sustainability and the challenging issues facing the agri-food sector.

SAI Platform's biggest asset is our members, and this important role is aimed at ensuring that they feel valued and supported. Working under the supervision of the Director of Communications and in close coordination with the Communications Manager the Global Engagement Officer will help design, implement and evaluate robust member engagement practices through our events, active collaboration and peer-to-peer sharing of knowledge and best practices.

### **Responsibilities**

#### **Membership management & engagement**

- To lead and co-ordinate the membership recruitment process including queries and introduction meetings, process applications, onboarding measures, maintain and develop SAI Platform's CRM.
- Coordinate and maintain clear and succinct stakeholder communication materials, including, presentations and event materials.
- Arrange and accompany team members as appropriate, to meet with key stakeholders on a 1-2-1 basis.
- Develop and maintain member engagement digital platforms such as Freshdesk, MY SAI Platform and Spotlight.

#### **Membership engagement strategy**

- Assist and support the Communications Director to find new and innovative approaches to engage with our members and other stakeholders.
- Assist and support SAI Platform events including but not limited to the annual event.
- Follow up with new leads and develop the business case including introductory and scoping meetings for prospective members and partners.
- Lead membership analysis and produce quarterly insight reports on membership growth, trends and membership fees per area of activity.

### **Candidate requirements**

- Excellent organisational and interpersonal effectiveness with good attention to detail.
- Excellent communication and presentation skills both written and verbal.
- Highly motivated work style with a proactive "can-do" attitude and ability to work remotely with a virtual team.



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- Knowledge and experience in sustainability and the agri-food industry.
- Experience with CRM systems.
- Proficiency with Microsoft Office (Word, PowerPoint, Excel, Outlook).
- English mother tongue or at least full professional proficiency in English is essential.
- Bachelor's degree in a relevant discipline.

### **Our offer**

This is an exciting opportunity to work alongside skilled and experienced colleagues and partners in sustainable and regenerative agriculture.

SAI Platform offers a competitive remuneration package depending on level of experience and a flexible home working arrangement. SAI Platform is based in Switzerland and has an international team working from different countries, as part of a virtual team.

This position involves some international travel.

We invite candidates of all nationalities, living in Europe or the UK, to apply, however, we can only consider candidates who do not need a work and residence permit.

### **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\*\*](mailto:acahill@saiplatform.org)

The deadline for applications is **3rd February 2023**.