



## ➤ Vacancy for a Coordinator – 4 days per week

*The recently established VOCAL is a global network of NGOs working on sustainability in coffee, tackling issues such as farmer and worker poverty, deforestation, and child labour. To help shape and grow the network, we are looking for a coordinator that will help run both the internal organisation as well as engage with external stakeholders in advocacy, network building, and dialogue. This exciting role provides a lot of opportunity to help build a collaboration that will impact the coffee sector for years to come.*

### ➤ About VOCAL

VOCAL is a network of civil society groups working towards sustainability in coffee. It is a platform for provocative thinking, innovation and exploration of complexities that remain critical yet not fully understood. The network is designed to challenge prevailing assumptions and power structures, revisit the dominant narrative, and develop better narratives.

VOCAL is hosted by its sister network VOICE and works closely with and under the accountability of the VOICE board.

### ➤ About the position

The coordinator runs the proper functioning of the network, both on content and on process. This includes being involved in the advocacy and publications of the organisation, as well as for the development and maintenance of relationships with different stakeholders in the global coffee sector. The coordinator is responsible for strengthening the coordination of the network and project management, and is also involved in strategy development and fundraising. The coordinator works closely with the staff of sister network VOICE in administration and finance, and reports to the VOICE Managing Director.

### ➤ Our culture

You would be finding a place in a small and dedicated global team. As a team, we care deeply about our work, and we don't mind working hard to see the world become a better place. At the same time, we also care deeply about our team-mates, and so we are committed to guarding a healthy work-life balance.

### ➤ What you will be doing

- Facilitate member coordination, effective internal and external communication and monthly meetings. Ensure member needs are met, and proactively work at strengthening and expanding membership on geographical and topical diversity.
- Support members and Managing Director in strategy and policy development (both internal and external) on both content and organisation. Follow key developments and ensure policies are developed accordingly. Advise managing director and

membership.

- Facilitate the publication of relevant and cutting-edge member-driven advocacy publications and research on key issues.
- Increase membership of, engagement and consultations with producer country organisations and with producers themselves.
- Consolidate the input of members and external experts on relevant topics.
- Represent the network, its views and policies, its members and allies.
- Engage globally with the coffee industry at multilateral and bilateral level, identifies opportunities for new engagements, maintains and actively expands strategic contacts with relevant stakeholders, identifies opportunities to profile members and key allies.
- Ensure regular financial reporting to managing director and members, annual reporting, fundraising, as well as all other relevant accountability mechanisms.

### **➤ What you bring to the table. Note we do not expect for candidates to fulfil all of these requirements, but it would be preferable that a majority of these skills are fulfilled.**

- Keen support for VOCAL's mission and purpose.
- Ten years minimum experience with demonstrated senior working and thinking level in sustainability in commodities, of which at least 5 in the coffee sector.
- Demonstrated knowledge of policy influencing processes, of the international coffee supply chain, and experience in advocacy and maintaining relationships with a large variety of stakeholders (government, private sector, etc).
- A keen sense of timing and tactics, as well as analytical skills and judgement.
- Strong communication skills, both orally and in writing.
- Fluent in English and either Spanish/Portuguese/Vietnamese
- Able to work effectively in an international and multicultural environment.
- Highly self-organized, pro-active, and good at meeting deadlines.

### **➤ Conditions**

- The posting is for 80% of a full-time position, with a six-month trial period and intention of at least two years duration.
- Salary based on [Oxfam Novib scale 8 \(page 53\)](#). Freelance is also an option.
- This is a decentralised working opportunity, provided your country of residence is relevant to the coffee sector. (If you are based in the Netherlands, there is a possibility of working at the VOICE office (Ede, the Netherlands), working from home, or a combination of both.)

### **➤ Respond to this vacancy**

If you recognise yourself in this profile and if you want to join our impactful team, then please send a motivational letter and CV by January 11<sup>th</sup>, 2025 to [antonie@voicenetwork.cc](mailto:antonie@voicenetwork.cc). Interviews will be held online in the week of January 20<sup>th</sup>, 2025. Position will commence on March 1<sup>st</sup>, 2025.

We strongly encourage candidates whose identities have been historically underrepresented in the human rights and environmental movements to apply for this position.