

The **Swiss Sustainable Coffee Platform (SSCP)**, a soon-to-be-launched multi-stakeholder platform between the Swiss coffee industry, civil society and the State Secretariat for Economic Affairs (SECO), aims to consolidate and scale up existing sustainability efforts of the Swiss coffee sector. Its vision is an industry that respects the rights of all people, protects the climate and the environment, and operates with integrity and within planetary boundaries, ensuring sustainable coffee sourcing and improved livelihoods for producers and their families.

As of **June 2024**, or by agreement, we are looking for a

## **“Coffee Lead” for the Swiss Sustainable Coffee Platform (SSCP) (80-100%)**

### **Key responsibilities:**

The Coffee Lead will support the SSCP’s governing bodies, working groups and members in the following areas:

- **SSCP representation:** Serve as the representative of the SWISSCO Coordination Office<sup>1</sup> towards the SSCP Board and the members of the SSCP. Coordinate closely with the Executive President of the SSCP on strategic matters and their operationalisation

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<sup>1</sup> *The Swiss Platform for Sustainable Cocoa (SWISSCO) is mandated by SSCP to manage the secretariat. The “Coffee Lead” will therefore be part of the team of the SWISSCO Coordination Office and report to its Executive Director. Thus, the “Coffee Lead” will be supported in the various tasks by the SWISSCO Coordination Office and benefit from the experience and know-how in running a multi-stakeholder platform.*

- **Roadmap development:** Manage and coordinate the elaboration of a roadmap for the SSCP, defining strategic orientation and targets of the platform
- **Member management:** Manage member-related activities, including general assembly preparation, and administrative tasks (invoicing, etc.)
- **Communication, awareness and outreach:** Ensure efficient and effective communication with members and the interested public; engage in networking within the coffee sector; handle public relations
- **Event organisation:** Organise events on priority topics defined by members and established in the roadmap
- **Working groups coordination:** Coordinate and organize sessions on topic-specific working groups
- **Projects in producing countries:** Manage the selection processes for projects in producer countries; support and monitor implementation progress; coordinate with donors, financial management and contracting

### Qualifications:

- **Self-reliant** with a quick mental grasp, flexibility, analytical skills, and ability to work under pressure
- **Organisational talent with editorial flair** and an affinity for communication and social media
- **Skilled convener** with proven ability to engage and mobilise a diverse group of stakeholders such as the private sector, authorities, and non-profit organisations
- Comfortable with **speaking in public**
- Ideally **experience with multi-stakeholder processes** and development cooperation, as well as **knowledge and experience in the coffee sector**

- Used to working in an **interdisciplinary environment** with people from a wide variety of backgrounds in linguistic, cultural and professional terms
- **University (of applied sciences) degree**, preferably in economics, international relations, or political sciences
- **Several years of professional experience** in project management, preferably in the commodity sector and/or sustainability
- **Negotiation skills in German, French and English** are required, knowledge of Spanish is an advantage

### **Application:**

Please send your application including a letter of motivation, CV, references and certificates by 24 April 2024 to:

Swiss Platform for Sustainable Cocoa

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