Opening with *trustea* code secretariat – Code Coordinator

What is *trustea*?

trustea is The India Sustainability Tea Program. It is a locally-developed and owned code that is meaningful, cost-effective and practical without compromising on globally accepted sustainability principles and standards. The programme aims to transform the Indian tea industry by verifying 50% of the country's tea production by 2020.

The ***trustea*** program was launched in July 2013, in Kolkata, with industry wide participation and support of Tea Board of India. It is uniquely positioned in the industry because it is a coalition of government, buying companies, producing companies, NGOs and trade associations. The scheme is funded by the three largest tea packers in India – Hindustan Unilever, Tata Global Beverages and Wagh Bakri – and IDH The Sustainable Trade Initiative. Work to implement the ***trustea*** code is conducted by two partners, Solidaridad and Ethical Tea Partnership. To date, the programme has verified approximately 40% of Indian tea production and is expected to reach over 50% by 2020.

The ***trustea*** code is based on the Indian legal framework for the tea industry. ***trustea*** also includes social and environmental control points that have been benchmarked against international agricultural sustainability standards, food safety regulations and industry best practice. It is applicable to the tea plantation sector, bought leaf factories, and small tea growers to enable compliance and traceability of tea throughout the production supply chain. The programme consults with experts and other stakeholders on issues such as agrochemicals, wages, housing and sanitation, gender, and the environment to ensure that the programme is able to maintain high standards whilst remaining practical and relevant to the tea industry.

***trustea* Governance**: The trustea secretariat will be hosted by IDH for a period of not more than one year before transitioning into an independent entity. Such entity is expected to be financially self-sufficient by 2020.

Duties and objectives of the interim secretariat (hosted by IDH) towards *trustea* Code Management:

- Own and maintain the ***trustea*** code
- Protection of IPR and the ***trustea*** brand
- Empanelment and management of Certification Bodies
- Own and maintain the audit protocol, scheme regulations, and code implementation guidance
- Own and maintain the ***trustea*** audit tool application and website
- Development of a Chain of Custody system
- Manage quality control systems and System Assurance Audits
- ***trustea*** (Code) promotion and image management (public relations)
- Consult with and maintain relationships with key stakeholders
- Monitoring and evaluation of programme impact, including maintaining audit data records and analysis
- Quarterly reporting to the ***trustea*** Programme Committee
- Operationalisation of the agreed business model to achieve financial independence

trustea is currently looking to recruit a **Code Coordinator** for *trustea* Code Management as detailed below to achieve its objectives.

JOB OPENINGS *trustea* Code Management

1. CODE COORDINATOR

Profile:
- Reports to the *trustea* Director
- Have experience of at least 5 years in managing/auditing an agricultural/tea produce verification scheme for a sustainability standard or related products
- Have successfully completed training in audit techniques based on ISO 19011 such as a successful completion of a Lead Auditor's course in any one of the following- ISO 9001/ISO 14001/OHSAS 18001 / SA 8000 / ISO 22000 *[desirable requirement]*
- Experience convening stakeholder consultations
- Professional level of English language speaking and writing skills.
- High level of expertise with Microsoft word, excel, power point, outlook
- Honours Degree or equivalent from Agriculture, social sciences or allied fields
- Highly organized, and able to coordinate with various stakeholders
- Ability to manage a workflow with ease
- Ability to develop protocols to drive stakeholder or empanelled auditors' accountability
- Willing to travel frequently within the country
- Willing to work to tight deadlines and deliver against targets

Job description:
- To keep abreast of sustainability requirements and standards, including review, assurance, compliance etc. keeping in mind local regulations, legal requirements, etc. with respect to *trustea* code and its application in coordination with the *trustea* Director.
- To support *trustea* secretariat functions including but not limited to pre-assessment managements /records, *trustea* certificates and their review to ensure they adhere to the code requirements.
- To liaise with the *trustea* empanelled certifying bodies and provide feedback on *trustea* scheme.
- Keep abreast of International sustainability standards and conduct periodic benchmarking against them.
- Conduct periodic reviews of the code using a multi-stakeholder engagement process.
- Assist in the upkeep and maintenance of the *trustea* website and monitor its regular update including quality of materials being uploaded.
- To develop a tight system of documentation and catalogue/repository of any changes, modifications, circulars sent out by the Secretariat for knowledge management.
- Assist in the implementation of the Chain of Custody for tea with respect to the *trustea* code together with the *trustea* IT manager and external support agencies.
- Assist in the development and use of any guidelines, technical brochures/bulletins, including Communication and guidelines for use of *trustea* Seal/Logo by stakeholders and monitoring proper usage.

- Assist in the conducting trainings on *trustea* code requirements for auditors, Tea Board officials, stakeholders etc.
- Help provide and manage assistance to Audit Bodies in their empanelment to the *trustea* code, verification requirements and ensure adherence in compliance with the ISO 17065 requirements.
- Liaise with implementing partners to the *trustea* programme as and when required and advised by the **Director** in various activities and provide support in sharing information on the *trustea* code and related matters.
- Analyse data from System Assurance Audits to continuously improve the programme.
- Monitor submission of external and internal audit reports in a timely manner.
- Assist the *trustea* secretariat team on any other *trustea* code related activity including surprise audits, System Assurance Audit (SAA), training material development, etc.

Conditions for the positions:
Location of posting: Kolkata for all positions
Method of Application: E-mail
Salary and benefits: Competitive remuneration based on skillset and experience
Mode of recruitment: Contract

Candidates should either be Indian nationals or have permission to work in India.
trustea is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will be considered based on merit without regard to race, colour, religion, gender, sexual orientation, age, disability or any other characteristic protected by applicable law.

For more information, please visit www.trustea.org

Applications must be received at **cv_trustea@claritusconsulting.com** by 20th **May 2018**.

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