

The Fairtrade Foundation



- Job Title:** Campaigns Officer (two posts available, one focusing on Fairtrade Towns and one focusing on Fairtrade Schools & Universities)
- Reports to:** Campaigns Manager (Towns)/Campaigns Manager (Schools)
- Staff reporting:** None
- Based at:** Third Floor, Ibox House, 42-47 Minories, London EC3N 1DY.

Background

The Fairtrade Foundation is a passionate and ambitious development organisation committed to tackling poverty and injustice through trade. We are best known as the independent, not-for-profit body behind the FAIRTRADE Mark, a product label assuring consumers that their purchase helps disadvantaged farmers and workers in developing countries secure a better deal.

We undertake our certification and product labelling work as the UK member of Fairtrade Labelling Organisations International (FLO), a global network of organisations working to common standards and verification systems. We are one of the largest and fastest growing of the 21 Labelling Initiatives in FLO, working with hundreds of companies on thousands of products that generated sales of £800m in 2009. FLO's membership also includes Producer Networks in Africa, Asia and Latin America/Caribbean, as co-owners alongside the Labelling Initiatives, and the Fairtrade Foundation is playing a leading role in enabling the Networks to play a larger role in the system.

The Foundation is also responsible for building public support for Fairtrade and for bringing together producers and consumers in a citizens' movement for change. The growing number of Fairtrade towns and cities, faith communities and schools and universities are a testament to the efforts of our grass-roots supporter networks.

In the UK, the Foundation employs over 100 staff across six distinct areas: Certification, Commercial Relations, Communications & Policy, Finance & Resources, Marketing and Producer Partnerships.

We are currently implementing our Tipping The Balance strategy (2008-12) to achieve a step change in the impact of our work on producers in developing countries by changing consumer behaviour and business practices in the UK.

Job purpose

- To support the Campaigns Team in their work on Fairtrade on Fairtrade campaigns, in particular with the management of applications, communications and enquiries from either schools, colleges and universities, or supporters across the UK, and helping to build and maintain relationships with key stakeholders
- To assist with the delivery of key supporter events, including conferences and Fairtrade Fortnight, and communication materials.

Key tasks

The post holder will be responsible for ensuring that the following tasks are fulfilled:

Campaigns Officer (Towns)		Campaigns Officer (Schools)
<p>Fairtrade Campaigns</p> <ul style="list-style-type: none"> • To work with the Campaign Manager to ensure that application and renewal processes for Fairtrade Towns run smoothly and to develop efficient systems for tracking these processes • To keep campaigns databases and contacts complete and up to date and manage the distribution of logos, letters and certificates to Towns which have been awarded Fairtrade status • To maintain clear and concise data on the overall status of the Fairtrade Towns initiative in the UK for other teams in the organisation • To assist in the development of campaign materials as required, including liaising with creative agencies over the design and print of materials • To manage relationships with and provide support to Fairtrade Town steering group coordinators as required • To provide other support for the Campaign Manager and Campaign Coordinator working on the Towns campaign where required 		<p>Fairtrade Campaigns</p> <ul style="list-style-type: none"> • To work with the Campaign Managers to ensure that application and renewal processes for Fairtrade Schools and Universities run smoothly and to provide support on development of efficient systems • To keep relevant campaigns databases and contacts complete and up to date and manage the distribution of logos, letters and certificates to Schools and Universities which have been awarded Fairtrade status • To produce monitoring reports on the progress of Fairtrade Schools campaign, highlighting areas of growth, new trends or obstacles • To assist in development of campaign materials as required, including liaising with creative agencies over the design and print of materials • To manage relationships with schools assessors, representatives of regional support networks and other stakeholders in the schools scheme, ensuring regular communication as required • To provide other support for the Campaign Managers managing the Schools and Universities campaigns where appropriate
<p>Supporter and Campaigner Communications</p> <ul style="list-style-type: none"> • To assist with development, design and delivery of regular e-newsletters and hard-copy mailings for Towns • To work with the Campaign Managers to ensure the Get Involved section of the website is current, especially the Fairtrade Towns pages 		<p>Supporter and Campaigner Communications</p> <ul style="list-style-type: none"> • To compile and design and assist with development and delivery of termly e-newsletters for schools • To work with Fairtrade Schools Manager to ensure Fairtrade Schools website is current • To be responsible for monitoring emails, replying to campaign enquiries

<ul style="list-style-type: none"> • To be responsible for monitoring emails, replying to campaign enquiries and answering phone enquiries as appropriate • To ensure communication with supporters and campaigners is fully integrated with the Fairtrade Foundation's Customer Relationship Management database 		<p>and answering phone enquiries as appropriate</p> <ul style="list-style-type: none"> • To ensure communication with supporters and campaigners is fully integrated with the Fairtrade Foundation's Customer Relationship Management database
<p>Events and Special Projects</p> <ul style="list-style-type: none"> • To support the Campaigns Team in the planning, preparation and delivery of the annual Supporter Conference • To support the Campaigns Team in their preparation for Fairtrade Fortnight. This may require assisting with event logistics, speaker requests and the Producer Tour. • To contribute to the organisation and delivery of other Fairtrade Foundation events or special projects as agreed with the Head of Campaigns. 		<p>Events and Special Projects</p> <ul style="list-style-type: none"> • To support the Campaigns Team in their preparation for Fairtrade Fortnight. This may require assisting with event logistics and speaker requests for Fairtrade Fortnight • To assist with the development of a new youth focussed website, including contributing creative ideas and content • To contribute to the organisation and delivery of other Fairtrade Foundation events or special projects as agreed with the Head of Campaigns • To support the Campaign Manager in the planning, preparation and delivery of Schools Conferences and support network training events.
<p>General administrative support</p> <ul style="list-style-type: none"> • To organise venues, lunches and travel expenses for participants at meetings as required. • To organise agendas, take notes and write up minutes from meetings where appropriate. • To assist in the general administrative tasks of the Campaigns Team. 		<p>General administrative support</p> <ul style="list-style-type: none"> • To organise venues, lunches and travel expenses for participants at meetings as required, in particular for the Schools Advisory Group. • To organise agendas, take notes and write up minutes from meetings where appropriate. • To assist in the general administrative tasks of the Campaigns Team.
<p>Supervision of volunteers</p> <ul style="list-style-type: none"> • To recruit, train, supervise and support volunteers working in the Campaigns team, either with specific campaigns or as part of any event or project delivery. 		<p>Supervision of volunteers</p> <ul style="list-style-type: none"> • To recruit, train, supervise and support volunteers working in the Campaigns team, either with specific campaigns or as part of any event or project delivery.

Person specification

Campaigns Officer (Towns)	Campaigns Officer (Schools)
<p>Essential</p> <ul style="list-style-type: none"> • Significant experience of working in an office environment • Excellent administrative skills including good understanding of MS Office programmes (Word, Excel, Outlook, Powerpoint) • Experience of data entry and data management including online data management systems • Strong communication skills, both verbal and written, including an excellent telephone manner • Experience of organising events • Previous experience of providing content and creative ideas for website communications (the Fairtrade Foundation has a Content Management System) • An organised and methodical approach to work, with good attention to detail • An ability to work on own initiative • A flexible and enthusiastic approach to work and ability to operate as part of a team. • A commitment to the vision and development of Fairtrade • Significant campaigns experience in a voluntary or professional capacity • A passion for, and belief in, the power of grassroots campaigning to effect change 	
<p>Desirable</p> <ul style="list-style-type: none"> • Ability to develop innovative ideas and initiatives • Experience of using a Content Management System for updating websites • Previous experience of coordinating or supervising volunteers • An interest in and understanding of Fairtrade campaigns • Knowledge of and commitment to Fairtrade and development issues 	
<ul style="list-style-type: none"> • An understanding of how local authorities or councils operate 	<ul style="list-style-type: none"> • An understanding of and interest in campaigning in the education sector

N.B. Please mark your application ‘Towns Officer only’, ‘Schools Officer only’, or ‘both roles’, so that we are aware of which role(s) you wish to be considered for.

Your application should address the generic essential criteria for both roles, and the desirable criteria for the role(s) you wish to be considered for.

Review arrangements

The details contained in the job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered,

however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Fairtrade Foundation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Terms and Conditions

Post:	Campaigns Officer (Towns)/Campaigns Officer (Schools)
Location:	The Fairtrade Foundation, Ibex House, 42 – 47 Minories, London, EC3N 1DY or if required at another location or office to be able to carry out the duties of the post
Contract:	Permanent contract is offered after successful completion of probationary period
Visa requirements:	The Foundation does not currently have the ability to issue sponsorship certificates to individuals without the right to work in the UK
Salary:	£22,210 per annum at first scale point within the band £22,210 - £24,792
Hours:	<p>35 hours Monday to Friday, flexitime is worked around core hours of 10.30 to 16.00. Hours worked in agreement with your line manager. Overtime payments are not normally made although time of in lieu will normally be given where excess hours are worked</p> <p>Some travel may be involved in the UK and mainland Europe</p>
Probation period:	All new appointments are subject to a probationary period of 6 months
Holidays:	<p>The holiday leave year runs from 1 January - 31 December. Holiday entitlement for full-time employees is 25 days per annum, plus three days between Christmas and New Year (pro-rata for part-time employees)</p> <p>Holiday entitlement increases by 5 days after completion of 5 years continuous service by the beginning of the new Fairtrade Foundation leave year which runs from 1 January - 31 December</p>
Pension:	<p>Optional contributory pension scheme</p> <p>(sliding scale up to a maximum 6- 10% by employer, dependent on employee contribution from 1% - 5%)</p>
Health care:	Corporate cover via Benenden Health is available to all staff

Training:	All staff have access to appropriate training
Season ticket/Bike loan:	An interest free season ticket or bike loan facility is available to all permanent staff
Home computers:	An interest free loan to purchase home computers is available to all permanent staff
Childcare vouchers:	The Fairtrade Foundation operates a childcare voucher salary sacrifice scheme whereby you can sacrifice some of your gross salary to buy vouchers for childcare. This can be financially valuable to you as you don't have to pay tax or National Insurance contributions on the value of the vouchers
Bike purchase scheme:	This is similar to the childcare voucher salary sacrifice scheme above, which offers employees the opportunity to make savings in respect of income tax and national insurance contributions on the cost of purchasing a bicycle to ride to work
Healthy lifestyle:	The Fairtrade Foundation will provide a basket of fresh and dried fruit at the office once a week
Access:	There is step free access to our third floor offices by way of a passenger lift
Smoking policy:	The Fairtrade Foundation has a non-smoking policy throughout the organisation
Equal Opportunities:	<p>The Fairtrade Foundation is an equal opportunities employer. We aim to ensure that no employee, job applicant, or volunteer receives less favourable treatment because of their colour, race, nationality or ethnic or national origins, class, sex, sexual orientation, age, religious beliefs, marital status, family situation or disability</p> <p>Selection criteria and procedures will be regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and access to training (within the limited funds available)</p> <p>The Foundation is committed to making the policy effective and will bring it to the attention of all employees, applicants and volunteers. Anyone working with or for the Foundation is expected to abide by the spirit of this policy. A detailed implementation guide will be made available to anyone working for the Foundation in any capacity</p>

Application Procedure

For more information please and an application form (CVs will not be accepted), please e-mail jobs@fairtrade.org.uk, or call 020 7405 5942.

Completed applications should be e-mailed to jobs@fairtrade.org.uk in Word or Rich Text Format or posted to:

Head of Human Resources

The Fairtrade Foundation

3rd Floor, Ibex House

42 – 47 Minories

London, EC3N 1DY

While we are happy to accept email applications we cannot be responsible for the quality of copy obtained.

The deadline for applications is **Wednesday 31 March 2010 (10am at the latest)**. Late applications will not be accepted.

First round interviews will be held on **Monday 19 and Tuesday 20 April 2010**

Second round interviews for the Towns role will be held on **Tuesday 27 April 2010**.

Second round interviews for the Schools role will be held on **Wednesday 28 April 2010**.

If you have not heard from us by **Monday 19 April 2010**, then you have been unsuccessful on this occasion. We are sorry that we are unable to contact unsuccessful applicants due to the sheer volume of applications and limited resources.

However, thank you for your interest in working for the Fairtrade Foundation.