

The Fairtrade Foundation



Head of Directorate - Job Description

Job Title:	Head of Directorate
Reports to:	Deputy Executive Director
Staff reporting:	PA to the Directors
Based at:	3 rd Floor, Ibex House, 42-27 Minorities, 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 in excess of £700 million in 2008.

The Foundation is also responsible for building support for Fairtrade across society 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 90 staff across six distinct areas: Certification, Commercial Relations, Communications, Finance & Resources, Marketing and Producer Partnerships.

Job purpose

As a key member of the Directorate team you will have operational responsibility for ensuring organisational planning is co-ordinated and facilitating effective delivery of the Foundation's strategic objectives. Working to the Deputy Executive Director (DED) the role will require close collaboration with Directors across the Foundation to ensure achievement of financial, quality, and performance targets.

Key tasks

1. Ensure smooth running of the Foundation's Directorate.
2. Responsibility for setting and monitoring the Directorate budget.
3. Lead on monitoring and evaluating the Foundation's annual key performance indicators, seeking solutions to variance and recommending appropriate actions to Senior Management Team (SMT).

4. Ownership of the Foundation's strategic roadmap, ensuring that the delivery of major projects is on track, and there is visibility and comprehension of this across the organisation.
5. Responsibility for generating the Foundation's annual schedule of business at Board, Committee and SMT levels, ensuring that appropriate information is commissioned and provided to enable timely and sound decision-making.
6. Work with the DED to ensure SMT meetings are well-run, business properly planned and to ensure delivery of actions arising from SMT meetings.
7. Support the DED in receiving consistent and accurate information to produce Directorate level reporting.
8. Maintain and develop a culture of excellence for project management through supporting the DED in best practice and assisting in the roll-out of policies and processes.
9. Work with the DED to champion the Foundation's cross-organisational product strategies, ensuring their effectiveness and impact.
10. Formal line management of the PA to the Directors, ensuring appropriate capacity and cover in a busy and dynamic team and strong communication with other stakeholders.

Person specification

Essential

1. Demonstrable experience of implementing processes and procedures across large, strategic, business critical programmes, preferably within a large, complex environment.
2. Demonstrable experience of project monitoring and evaluation techniques.
3. Advanced MS Project or other recognised project management methodology and/or a solid knowledge of the project lifecycle.
4. Excellent interpersonal skills including the ability to quickly build and achieve constructive working relationships at a senior level in a fast-paced organisation.
5. Excellent communication & stakeholder management skills and the ability to work autonomously.
6. Experience of running multiple projects concurrently to time and budget.
7. Line management experience.
8. Highly organised and results focused.
9. Strong written and oral communication skills.
10. Experience of working in international development.

Desirable

11. Previous experience of setting up change control and risk management methodologies.
12. Experience of discharging Corporate Governance function, including Board and Sub-Committees in a timely manner.

13. Experience of living and working in a developing country.

14. Knowledge of and commitment to Fairtrade.

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:	Head of Directorate
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
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:	£40,287 per annum at first scale point within the band £40,287 - £45,969
Hours:	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 Some travel may be involved in the UK and mainland Europe
Probation period:	All new appointments are subject to a probationary period of six months
Holidays:	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)
Pension:	Optional contributory pension scheme (sliding scale up to a maximum 6- 10% by employer, dependent on employee contribution from 1% - 5%)
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 **Monday 22 March 2010 (10am at the latest)**. Late applications will not be accepted.

First round interviews will be held on **Wednesday 14 April 2010**
Second round interviews will be held on **Tuesday 27 April 2010**.

If you have not heard from us by **Wednesday 14 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.