

The Fairtrade Foundation



Job title: Marketing Administrative Officer
Reports to: Director of Marketing
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 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.

Directorate information

This post will be based within the Marketing directorate. This team consists of four inter-related areas: Mark Management, Consumer Marketing, Creative Services and Commercial Marketing, and together these are responsible for driving recognition of the FAIRTRADE Mark, public understanding and demand for Fairtrade products. The team works extensively with internal and external partners in the promotion of Fairtrade and the application of the FAIRTRADE Mark. There are just over 20 people in the directorate.

Job purpose

The post is a new role, and will report directly to the Director of Marketing. The postholder will provide administrative support for the Director of Marketing and across the marketing directorate, ensuring the directorate's smooth functioning and contributing to the effective delivery of the Foundation's marketing programme.

Key tasks

1. To manage the diary of the Director of Marketing, and to provide support to the Director of Marketing in meeting preparation, for example compiling and providing relevant papers
2. To co-ordinate agendas and take minutes at directorate team and individual meetings, where required.
3. To co-ordinate all travel arrangements within the marketing directorate (overseas and domestic)
4. To support members of the directorate with event management, including organisation and the co-ordination of invitations to team-sponsored events
5. To circulate creative materials to internal stakeholders gaining necessary feedback and approvals
6. To support the Director of Marketing in the preparation of presentations (both internal and external)
7. To maintain the Marketing department's shared electronic drive and electronic and paper filing systems
8. To liaise with internal and external partners and Fairtrade Labelling Organisations International on administrative requests
9. To answer calls to general Marketing group telephone number; to monitor and to have responsibility for the marketing@fairtrade.org.uk inbox, responding to or re-directing queries as appropriate
10. To hold and maintain a competitor and current affairs information file for the department, collating and circulating key facts relevant to the directorate's activities from the external environment
11. To develop an interest in Fairtrade marketing issues will be essential, through other opportunities to get involved in project work across the different teams within the directorate, dependent on the postholder's on skills and experience.

Person specification

1. Experience as a personal assistant or team assistant, covering the full range of functions commensurate with this post including diary management, travel arrangements and taking concise and clear minutes of meetings
2. Demonstrable understanding of the function of a marketing department within an organisation, gained through experience of a role within a marketing department or a role having contact with a marketing department
3. Strong organisational and administrative skills
4. Attention to detail, accuracy and thoroughness

5. Good working knowledge of Microsoft Office applications and proficient typing skills
6. Excellent written and verbal communication skills and an approachable style, with the ability to build strong working relationships across different groups
7. Proven ability to deal calmly with pressurised situations
8. Proven ability to display discretion and respect for confidentiality
9. An interest in gaining knowledge and experience within a marketing team, and Fairtrade marketing in particular

Desirable

10. Previous experience of working within an NGO or a marketing team
11. Previous experience of working on events
12. Knowledge of and commitment to Fairtrade and development issues

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:	Marketing Administrative Officer
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 at first scale point within the band £22,210 - £24,792
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 6 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) Holiday entitlement increases by five 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
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 Minorities

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 Tuesday 23 February 2010 (10am at the latest)**. Late applications will not be accepted.

First round interviews will be held on **Thursday 11 March 2010 (candidates will be contacted on Monday 8 March 2010)**

Second round interviews will be held on Monday 15 March 2010 (we will contact successful applicants by **Monday 8 March 2010**).

If you have not heard from us by **Thursday 11 March 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.