



TRUSTEE CANDIDATE PACK: MEMBER ELECTED

April 21

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INTRODUCTION FROM THE CHAIR OF THE FAIRTRADE FOUNDATION BOARD

Thank you for your interest in the role of Trustee at the Fairtrade Foundation.

Trustees are crucial to the success of Fairtrade, and as we now embark on our next five-year strategic period, there has never been a more important time to join the global community driving Fairtrade's critical work for farmers and workers around the world.

Trustees play a key role in the leadership and governance of the charity. They ensure that the charity complies with the requirements of the Charity Commission and does not breach any requirements or rules set out in our governing documents. They also provide strategic oversight and input into the running of the charity, and contribute towards securing a sustainable funding base for the organisation.

Good leadership and governance are best achieved through diversity within the Board – diversity of background, experience and perspectives. We already have a diverse range of people on our Board, but we want to use this recruitment process to increase that diversity even further.

Fairtrade already has a strong reputation for the work it does globally. The next five-year strategic period sees us working even harder to tackle the urgent challenges faced by Fairtrade farmers and workers, as well as leverage the opportunities presented in our rapidly changing world. It presents the chance for us all to continue to work together in new ways, to drive even more impact and galvanise public support, and keep powering up an effective and inspiring organisation and system.

This candidate pack contains a wealth of information about the work we do, and our ambitions for the future. I am proud to be involved with Fairtrade, and it is a privilege to be a part of the Board of Trustees. I hope that you will feel inspired to apply to join us and make your contribution to the work of this great organisation.

Lord Mark Price
Chair of the Trustees
Fairtrade Foundation

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ABOUT US

Choosing Fairtrade means being true to your values, being connected to a like-minded community and creating positive change throughout our world.

Fairtrade achieves this by rallying a global community of millions – farmers and workers, supply chain partners, brands, retailers, shoppers, schools, government – to pay fair prices and uphold fair production standards and practices.

Fair prices provide an immediate lifeline for vulnerable farmers and workers at times of need. They also provide long-term investment in production, community and environmental projects to create a fairer, better world.

Fair standards and practices promote sustainable farming to protect biodiversity and the environment; deliver training for women so they can participate and lead; secure worker rights; and build climate resilience.

Beyond certification, Fairtrade is deepening its impact by delivering specialist programmes and expertise to support communities with additional training and worker support, whether that's empowering women coffee farmers or responding to crises such as Covid-19.

FAIRTRADE IN NUMBERS



**TOTAL INCOME
IN 2019: £12 MILLION**



**OVER 1.7 MILLION
FARMERS AND WORKERS
ARE PART OF FAIRTRADE**



**91% OF PEOPLE
ARE AWARE OF THE
FAIRTRADE MARK***



**80% OF PEOPLE
SAY THEY TRUST
IN FAIRTRADE***

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WHAT WE STAND FOR

Our world is full of wonder. It's a place where billions of lives unfold in their own unique way. Where the future is alive with potential. But there are challenges too. Challenges that can seem out of our control – inequality, poverty, the climate crisis, species extinction...

Yet, there is a powerful force at our fingertips. The power of choice. Every action we take sparks a reaction. And when that's multiplied by millions, we can send change pulsing through the world.

We can choose a world that respects people, protects the environment and cares for wildlife. Where we lift families out of poverty, so parents can afford to send their children to school. Where we empower millions of women, so all can take part and lead.

We can choose a world of responsible farming, so the birds, the bees and water life can thrive. Where we plant trees, so habitats regenerate. A world where we fight the climate crisis.

We can choose a world where transparent supply chains are the norm, so every business can take part and we can achieve global sustainability goals.

A world where we can call for urgent action, so truth speaks to power and justice prevails. Where everyone has a voice, so we raise standards, enact radical policy and make lasting change. We can choose a world of fair incomes, so we can end exploitation and all live with dignity and pride. Where we give generously and trade fairly, so we race to a world that's only ever fair.

Choice is a powerful thing – if we use it. Choose to join the community of millions who have been building this world of change for over 25 years.

Choose the world you want.

Choose Fairtrade.

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ROLE DESCRIPTION

RESPONSIBILITIES

The Board is responsible for ensuring that Fairtrade carries out its charitable purposes for the benefit of farmers and workers, remains solvent and properly managed, and complies with all relevant legislation.

The Board consists of up to 12 Trustees who retain formal power of all governance matters pertaining to the organisation. The Board's key focus is on the statutory and strategic issues for the Foundation. In addition, it reviews progress reports from the operational team to ensure the Foundation's ongoing performance is in line with its stated goals.

TIME COMMITMENT AND MAIN DUTIES

The Board has four meetings a year at a minimum, in order to fulfil its obligations and duties, with the addition of the AGM.

Trustees may also be invited to serve on one of the charity's sub-committees – the Finance and Audit Committee, the People, Safeguarding and Remuneration Committee and the Partnerships Committee.

Trustees are also invited to attend events, including during Fairtrade Fortnight, and licensee meetings. This provides the opportunity for Trustees to meet wider stakeholders.

Term of appointment: The post is for a three-year term, with the option for two further three-year terms.

Trustee duties include:

- Setting and maintaining the Foundation's vision, mission and values, and in particular agreeing and approving the strategic plan
- Ensuring the charity is carrying out its purposes for the public benefit
- Acting in the charity's best interests, making balanced and adequately informed decisions, thinking about the long term as well as the short term
- Managing the charity's resources responsibly
- Making use of your skills and experience, and taking appropriate advice when necessary
- Giving enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all Trustees' meetings
- Ensuring accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers
- Ensuring strong links with member organisations and the Fair Trade movement

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- Contributing creatively to the development of the Foundation, including fostering relationships with major licensees
- Developing the Foundation's policies on trade justice and other means of poverty reduction related to the Foundation's core activity
- Agreeing and monitoring major policies and programmes (e.g. annual plans and budgets)
- Supporting the Chief Executive
- Reviewing reports and management accounts to ensure that the Foundation's performance is in line with its policies and programmes, is managing any risks correctly and taking any remedial action needed
- Ensuring that the organisation complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

REMUNERATION

This is a voluntary position that is unpaid, although the Foundation reimburses travel costs and other direct expenses incurred.

CONFLICT OF INTEREST POLICY

The Foundation has a formal conflict of interest policy which the Chair and Trustees are bound by. In particular, the Foundation's policy means that applications cannot be considered from an individual who is currently employed by, or has a significant financial interest in, a company which is a licensee of the Foundation or a major retailer.

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PERSON SPECIFICATION

All of our Trustees will be able to develop a thorough understanding of the charity's core purpose, the issues it faces over the coming years and the strategy for ensuring our continued development and success.

We are looking for someone who has strong skills, experience and knowledge in at least one of the following areas:

- HR and safeguarding
- Fundraising
- Technology and digital transformation
- The environment
- Programme design and implementation
- Public affairs
- The Fairtrade grassroots campaign

GENERAL TRUSTEE QUALITIES

- An understanding of, commitment to and enthusiasm for the charity's work
- Objectivity, fairness, independence of mind, integrity, wisdom, discretion and good judgement
- Strategic vision and the ability to focus on practical issues
- Readiness to make and be accountable for decisions
- Awareness of how the world is changing politically, economically and socially and how these changes may impact the charity
- Willingness to devote the necessary time to be an effective Trustee
- Experience of serving on a committee or board (or the aptitude to be a credible contributor)
- A good team player able to debate issues in a constructive and collegiate manner
- Ability and willingness to be an ambassador for the charity and to represent the charity positively to external audiences
- No significant potential conflicts of interest

At Fairtrade, we're committed to the safeguarding and protection of children and vulnerable adults in our work. We will do everything possible to ensure that only those who are suitable to work within this environment are recruited to work for us or be part of our Board. Therefore, for this specific role, a basic DBS check will be needed as part of an offer of the position.

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HOW TO APPLY

Please apply by email only, in English, with:

- a tailored CV of no more than two pages; and
- a supporting statement of no more than one side of A4.

Your statement should detail your relevant experience, ensuring this is in line with the above role description and person specification, and provide specific evidence demonstrating how you meet the criteria. Your statement should also highlight your interest in the Fairtrade Foundation and your motivation for joining our Board.

Please send the above by email to Farzana Uddin, Executive Assistant to the CEO, at farzana.uddin@fairtrade.org.uk citing 'Trustee position' in the subject line.

TIMETABLE

Closing date for applications	31 May 2021
Interviews with the Fairtrade Foundation	June 2021
Board ratifies appointment recommendation	June 2021
Induction commences	July 2021
First Board meeting (as an observer)	30 September 2021
First Board meeting as a full Trustee	9 December 2021

MORE INFORMATION

Growing and sustaining market access is one of the Foundation's key activities.

Additional information about the Fairtrade Foundation is available at fairtrade.org.uk

To see more detail about the impact that Fairtrade, both in the UK and globally, makes, explore the below links to some recent studies and reports, including our last audited financial statements for the year ended 31 December 2019. We will make our draft 2020 figures available for candidates who are shortlisted for interview.

<https://www.fairtrade.org.uk/media-centre/blog/category/impact-and-challenges/>

<http://www.fairtrade.org.uk/en/what-is-fairtrade/social-and-annual-reports>

<https://www.fairtrade.net/impact>