

Executive Director JOB DESCRIPTION (9 May 2022)

JOB TITLE: Executive Director, Fair Trade Advocacy Office (FTAO)
Reporting to: FTAO Board of the Directors, through its Chair.
Location: FTAO. Rue Fernand Bernierstraat, 16. 1060. Brussels, Belgium.

WHO WE ARE

The Fair Trade Advocacy Office (FTAO) was set up in 2004 by the World Fair Trade Organization (IFAT), Fairtrade International (FLO), the European Fair Trade Association (EFTA) and the Network of European World Shops (NEWS!).

The FTAO catalyses collaboration within the international Fair Trade movement on policy, advocacy and campaigning activity; facilitates knowledge co-creation and sharing on Fair Trade policies and practices; and leads advocacy work on European Union legislation, policies and their implementation. FTAO is the only supra-national joint advocacy initiative of the Fair Trade movement around the world and therefore plays a key role in spearheading the Fair Trade movement's political agenda.

The FTAO, based in Brussels, comprises a motivated team of 12 staff members, has an approximate annual budget of 500k euros, with a variety of civil society and institutional public funding sources.

THE PROFILE WE ARE LOOKING FOR

The FTAO is looking for a new chief executive with the experience, vision, energy and leadership to take FTAO to the next level.

The Executive Director leads the FTAO team, ensures impactful and effective operation of the organisation, provides thought-leadership and policy coherence across its activities and leads its knowledge co-creation and international collaboration work, in line with the [FTAO 2021-2025 strategic aims](#).

SPECIFIC RESPONSIBILITIES

	Approx. % time
<p><u>Leadership and coaching</u></p> <ul style="list-style-type: none"> • Implement and develop the strategy for the FTAO • Provide strategic and tactical advice and leadership to staff, Fair Trade networks and its members to achieve the FTAO's strategic aims • Recruit support beyond the Fair Trade movement. • Represent the Fair Trade movement in high-level advocacy meetings with policy-makers 	20%
<p><u>Management</u></p> <ul style="list-style-type: none"> • Produce strategies and an annual work plan in close consultation with staff and Fair Trade actors. • Manage FTAO Human Resources to ensure implementation of strategy, • Oversee the recruitment of team members, line-manage and/or support them to deliver on the work plan, conduct appraisals for direct reports, support their development and oversee disciplinary actions when required • Improve or introduce new internal procedures as needed. Report proactively to the Board and propose changes in plans or practices. • Support the Chair in preparing FTAO Board meetings and ensure implementation of decisions. • Undertake whatever else might be required at the instruction of the board to ensure good operation of FTAO • Ensure good governance and conformity with organisational statutes and applicable legislation • Ensure compliance with financial policies and procedures • Ensure FTAO deliver projects on terms agreed with donors and the Board 	20%

<u>Fund-raising and finance management</u> <ul style="list-style-type: none"> • Coordinate fundraising activities, including proactive scouting and developing contacts with donors, supported by team members or external fundraising experts drafting specific funding bids • Manage budget, including decisions on all means to pursue financial efficiency and ensure financial sustainability • Oversee management of financial records and ensure they are audited yearly 	20%
<u>Thought-leadership and knowledge co-creation</u> <ul style="list-style-type: none"> • Identifying priority issues for the Fair Trade movement where thought-leadership and knowledge co-creation may be most useful • Oversee team or consultants developing specific knowledge co-creation projects • Proactive create structural cooperation with researchers interested in Fair Trade Public Policies, Local Fair Trade and other strategic matters for Fair Trade movement 	15%
<u>International collaboration</u> <ul style="list-style-type: none"> • Working closely with the Advocacy Director, pro-actively seek synergies and opportunities for cooperation in the field of advocacy between WFTO (Europe and Global), Fairtrade International as well as national and regional Fair Trade movement platforms • Creating and contributing to relevant networks with relevance to the FTAOs organizational aims. • Oversee cooperation with national governments globally, in cooperation with relevant Fair Trade movement actors 	15%
<u>Communications</u> <ul style="list-style-type: none"> • Oversee the FTAO communications with internal and external stakeholders • Write articles for FTAO publications and other outlets, annual report. • Serve as key spokesperson for media 	10%

PERSONAL REQUIREMENTS

Level of education

- A minimum of Master's degree in Law, International Development, International Relations, Public Policy, Political Science or similar disciplines. A combination of a Bachelor's degree and at least 8 years of experience may substitute.

Knowledge / Job Specific Competencies:

Essential:

- At least 8 years' experience in a related field including a minimum of 3 years' experience working at a senior level in the areas of organisational development, policy, advocacy or research including staff and budget management.
- Proven management and leadership skills
- Knowledge of Fair Trade and related ESG movements
- Experience in working collaboratively within network-type structures
- Experience in project development and fundraising
- Experience of working in multi-stakeholder environments

Desirable:

- Strong network in the trade / development / human rights / policy influencing sectors

- Experience working for international NGOs, development agencies, national governments, EU or international organizations (i.e. United Nations,...), including demonstrated experience in advocacy and policy influencing
- Knowledge of who is who in Fair Trade movement and wider civil society working on Trade Justice, fair supply chains, corporate accountability, business and human rights
- High level understanding of experience in working with researchers and think-tanks
- In-depth knowledge/experience of one or more of the following: the role and impact of the Fair Trade movement; international development; human rights in international supply chains; ethical trade; corporate social responsibility.
- Knowledge and experience in the area of empowering small producers and workers in having a voice at public policy level is a strong plus.
- Knowledge of EU institutions/policy making process
- Experience in working in the Global South or with Global South actors across geographies

Professional Skill Requirements

Essential:

- Thought leadership and strong emotional intelligence.
- Demonstrable ability to drive work forward on own initiative, take decisions and set priorities
- Experience in managing complex, multi-stakeholder projects, delivering on time and to budget
- Demonstrable ability to organize and community complex topics into compelling narratives and/or calls to action
- Excellent strategic thinking and analytical skills
- Excellent networking and communications skills
- Near-native fluency in written and spoken English.
- Experience working with MS Office

Desirable:

- Strong, creative communication skills, including conflict management and resolution
- Good knowledge of Spanish or French a significant asset.

Personal Qualities

- Strong leadership, relationship-building, and influencing skills.
- Political judgment backed by a diplomatic working style in order to drive collaboration in a multi stakeholder environment
- Collaborative and supportive approach to teamwork and people management.
- Self-starter, creative, and solution-oriented
- Intercultural sensitivity and respect for diversity

SALARY AND BENEFITS

Belgian contract

Annual salary in the range of €85,000 - €90,000

Complementary health insurance

Pension scheme

Lunch vouchers

Ecocheques

Free transport in Brussels Region