

## EU JOB OPENING

The Fair Trade Advocacy Office is looking for a new team member

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|------------------------|---|
| <b>Position</b>        | <b>Policy and Project Officer</b>                                     |
| <b>Preferred start</b> | <b>as soon as possible</b>  |
| <b>Contract type</b>   | <b>Indefinite contract, full-time</b>                                 |
| <b>Location</b>        | <b>Brussels, Belgium (with flexibility for part-time remote work)</b> |
| <b>Reporting to</b>    | <b>Fair Trade Advocacy Office Managing Director</b>                   |
| <b>Work permit</b>     | <b>The candidate must have a permit to work and live in the EU</b>    |

### **BACKGROUND**

Fair Trade is a trading partnership, based on dialogue, transparency and respect, that seeks greater equity in international trade. It contributes to sustainable development by offering better trading conditions to, and securing the rights of, marginalized producers and workers – especially in the South. Fair Trade Organizations, backed by consumers, are engaged actively in supporting producers, awareness raising and in campaigning for changes in the rules and practice of conventional international trade. (*Definition of Fair Trade, Charter of Fair Trade Principles*)

The Fair Trade Advocacy Office catalyses collaboration within the international Fair Trade movement on policy, advocacy and campaigning activity; facilitates knowledge co-creation ; and leads advocacy work on European Union legislation, policies and their implementation.

Our vision is the one of a world in which justice and sustainable development are at the heart of trade structures and practices so that everyone, through their work, can maintain a decent and dignified livelihood and develop their full human potential.

More information can be found on: [www.fairtrade-advocacy.org](http://www.fairtrade-advocacy.org)

### **ABOUT THIS POSITION**

You want to help create positive social and environmental impact in global supply chains as well as on the livelihoods of smallholders, artisan, and workers worldwide? You are interested in the trade-development-environmental protection nexus and its interconnectivity with EU policies and legislations? You have proven experience in advocacy? Then you might be the person we are searching for!

We are looking for a highly-motivated, experienced new team member to fill the current vacant position of Policy and Project Officer. We are looking for someone who is excited to learn and brings

in ideas for moving the debate for fair and sustainable development forward; and of course we are looking for someone nice to work with!

The FTAO is a small team, and aims to have impact in EU policies through cooperation in larger networks. We are therefore looking for someone who excels at coordinating a rich network of collaborators that include members of the Fair Trade Movement, other civil society organizations, trade unions, academics and private sector actors among others. As a member of a small team, you will be working on different issues simultaneously and carry out a wide diversity of tasks. You will be working in close contact with the rest of FTAO's staff members working in EU policies, and under the coordination of our Managing Director.

### KEY AREAS OF WORK

- **Implementation of the EU Regulation on deforestation-free products.** This includes developing capacity building tools to increase readiness of cooperatives and local actors, facilitating engagement of producer networks and national Fair Trade platforms with relevant stakeholders (e.g., EU Delegations), developing expertise on needed accompanying measures and sectorial guidance, as well as the involvement in and dissemination of relevant in-house studies to EU policymakers.
- **Review of the Directive on Unfair Trading Practices (UTPs) in business-to-business relationships in the agri-food supply chain.** You will manage an externally funded project to advocate for more ambitious legislation in the field of UTPs. This will include overseeing external researchers developing studies on the impact of UTPs in non-EU farmers, engaging with the EC, and networking with allies.
- **Sustainable agri-food supply chains:** Work to highlight the interconnectedness of the socio-economic and environmental pillars of sustainable agri-food supply chains through the lens of your own files, with a strong focus on the cocoa sector.
- **EU elections:** Coordinate and lead the Fair Trade movement's engagement during the 2024 EU elections. This will include supporting members of the movement in their engagement with candidates, and direct engagement with candidates and political parties; and after the election, lead on the evaluation of the results, and on the development of an engagement strategy with new MEP and EC. The Engagement activity will take place under the umbrella of the concept of a **Global Green Deal** <https://fairtrade-advocacy.org/the-ftao-calls-for-transforming-the-european-green-deal-into-a-global-green-deal/>
- Influencing the European Parliament's position for the next COP and other files related to EU policies relevant to **climate change** adaptation and mitigation

### GENERAL RESPONSIBILITIES

- Draft position papers, articles and press releases, in coordination with colleague responsible for communications, write internal reports and analysis.
- Participate in research project, and commission and oversee research carried out by consultants, interns and volunteers.

- Engage with policy makers alone or within coalitions
- Represent the FTAO in various fora – e.g., internal coordination working groups, CSOs coalitions, multi-stakeholder spaces.

### **Project management**

- Manage and report on grants, in accordance with donor requirements, supported by our financial officer
- Identify external funding opportunities and put together funding proposals
- Support FTAO fundraising work

## **PERSON SPECIFICATIONS**

### **Essential**

- Educated to bachelors' level in a relevant field (e.g., Political Science, Economics, Law or International Development)
- Working experience relevant to the thematic areas of work
- Good understanding of EU policy-making and influencing processes and strategies.
- Proven advocacy skills - ability to identify opportunities, develop and implement persuasive and result-oriented strategies and content, adapted to end receiver.
- Excellent strategic thinking and analytical skills
- Excellent written and oral communication skills in English
- Excellent networking and communications skills
- Able to work in a small team and independently with people from different cultural backgrounds, in a fast-paced environment
- Flexibility, ability to work under pressure, improvise and multi-task
- IT skills at user level (e.g. Word, Excel, Power Point)
- Very good networking skills – Maintain and build strong working relations with key policy makers
- Right to work in Belgium
- Strong commitment to the FTAO's vision and mission.

### **Desirable**

- Prior knowledge and experience in one or several of following policy areas: Fair Trade, international trade, sustainable development, development policies, environmental protection, sustainable agri-food supply chains (e.g., cocoa/coffee), deforestation, climate change.
- Master degree in one of the above-mentioned academics fields
- Demonstrated knowledge of EU Institutions and EU law-making process, proven experience of working to influence EU policies
- Experience of managing grants (e.g., EC grants) – contractual and reporting requirements
- Experience in working with external consultants and academics

- Fluency in spoken and written French or Spanish

### **WE OFFER**

- A stimulating and dynamic international work environment
- A salary of 2,442 gross EUR / month, with additional 13th month (33,993 EUR gross annually)
- local public transport reimbursement and professional costs allowance
- Meal vouchers
- Complementary hospitalisation insurance
- 28 paid holidays a year
- Contribution to a private pension scheme (2% of gross remuneration)
- Flexibility for remote work

### **To apply**

- Please [complete this form](#) before 29th of December 2023 at 23:59 CEST.
- Interviews will take place on the 16<sup>th</sup> and 17<sup>th</sup> January. Please try to remain available in those days.

For any questions feel free to contact [brussels@fairtrade-advocacy.org](mailto:brussels@fairtrade-advocacy.org)

Thanks for your interest in Fair Trade and in working with us, we are looking forward to hearing from you!

### **Fair Trade Advocacy Office**

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