

## Vacancy: Policy and Project Coordinator

<b>Position</b>	Policy and Project Coordinator
<b>Preferred start</b>	as soon as possible
<b>Contract type</b>	Indefinite contract after 6-month evaluation period Full time (38 hrs/week)
<b>Location</b>	Brussels, Belgium (with flexibility for working from home)
<b>Reporting to</b>	Fair Trade Advocacy Office Managing Director
<b>Work permit</b>	The candidate must have a permit to work and live in the EU

### 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, artisans, and workers worldwide? You are interested in Fair Trade promotion on EU policies and legislations? You have proven experience in advocacy? You want to grow together with the organization? And you are flexible to adapt to new opportunities, challenges and policy fields?

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 a Project Coordinator. 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 that 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.

- **Human Rights and environmental due diligence, including the transposition and implementation of the EU Corporate Sustainability Due Diligence Directive.** This includes developing and implementing an advocacy strategy that utilizes the resources of national Fair Trade organizations. This shall involve coordination of advocacy actions at national level as well as continuous engagement with EU policy makers, other CSOs and networks. Specifically for the development of accompanying measures.

The FTAO is looking for a policy and project coordinator who is ready to grow together with the organization: analyse new challenges and opportunities depending on the political context and funding opportunities, and design and implement advocacy strategies in various policy fields. The areas of work in which you will assume the leadership of our team in the short term are listed below. But we stress that this position fits a **generalist profile** who would be excited to grow in other areas in the coming years.

### **GENERAL RESPONSIBILITIES**

- Coordinate FTAO's advocacy work on the key areas of work. Create and implement advocacy strategies that involve the Fair Trade movement and external partners.
- Draft position papers, articles and press releases, in coordination with colleague responsible for communications, write internal reports and analysis.
- Participate in research projects, 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.
- Support to FTAO's fundraising work by identifying external funding opportunities and put together funding proposals.
- Maintain good donor relationships.

### **PERSON SPECIFICATIONS**

#### **Essential**

- Educated to bachelors' level in a relevant field (e.g., Political Science, Economics, Law or International Development).
- Knowledge of Human Rights and Environmental Due Diligence, ideally of the Corporate Sustainability Due Diligence Directive.
- Knowledge of the EU Deforestation free supply chain Regulation.
- At least 2 years of working experience under a regular working contract (ie. in addition to internships) relevant to the thematic areas of work (4 years for the senior project coordinator position).
- Good understanding of EU policy-making and influencing processes and strategies.
- Proven EU 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 knowledge and use of English (written and oral).
- Excellent networking and communications skills and ability to maintain and build strong working relations with key policy makers.
- 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).
- Right to work and live 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.
- Working experience in development policy design and/or implementation.
- Master's degree in one of the above-mentioned academics fields.
- Experience of managing grants (e.g., EC grants) – contractual and reporting requirements.
- Proven record of fundraising abilities.
- Experience in working with external consultants and academics.
- Fluency in spoken and written French or Spanish.

### **WE OFFER**

- A salary between EUR 3.098-3.672 gross per month (EUR 43.123-51.109 gross yearly), depending on experience.
- Additional 13th month salary.
- Local public transport reimbursement and professional costs allowance.
- Meal vouchers (8 EUR per worked day).
- Eco cheques (annual EUR 250).
- Complementary hospitalisation insurance.
- 28 paid holidays a year.
- Contribution to a private pension scheme (2% of gross remuneration).
- Flexibility for working from home (2 days a week) and for remote work, outside of Brussels (20 days per year).

### **To apply**

- Please [complete this form](#) before 22 of May 2024 (eob).
- A first round of online interviews will take place between the 3d and 7<sup>th</sup> June, please try to keep those days as flexible as possible, since we won't be able to offer multiple timeslots to candidates.
- A final interview will be scheduled on the 11<sup>th</sup> June.

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