

JOB OPENING & APPLICATION FORM

The Fair Trade Advocacy Office is looking for a team member

Preferred start	As soon as possible
Preferred contract	Full-time indefinite contract, but open to discuss part-time or job-share options
Location	Fair Trade Advocacy Office (Brussels, Belgium, European Union)
Reporting to	Fair Trade Advocacy Office Executive Director

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, [International Fair Trade Charter](#)

As a joint initiative of [Fairtrade International](#), the [World Fair Trade Organization](#) and the [World Fair Trade Organization-Europe](#), the Fair Trade Advocacy Office leads the Fair Trade movement political advocacy at European Union level and contributes to the strengthening of the political advocacy capacities of the global Fair Trade movement. The FTAO leads some thought-leadership work on the role of public policies in achieving the Fair Trade movement's vision.

WE ARE LOOKING FOR ...

A highly motivated, hard-working, well-organised person, with a high level of diplomatic skills, able to work under pressure by managing her own time and work priorities. The FTAO is a small team, hence this job opening would suit somebody who is very flexible, able to work independently on different issues and projects simultaneously and carry out a wide diversity of tasks.

We are seeking somebody with proven ability to provide engage in thought-leadership, provide public policy advice, design, fundraise for, and implement advocacy and thought-leadership projects.

Last but not least, we are looking for a friendly team member!

KEY AREAS OF WORK

Thought-leadership

- Provide thought-leadership on the role of public policies in achieving fair supply chains (e.g. competition, sustainable consumption and production, public procurement, business and human rights policies)
- Partner up and seek synergies with thought-leadership, research and policy work of other civil society organisations, academics, researchers, policy-makers
- Commission and oversee research carried out by consultants, academics, colleagues and interns

Advocacy & partnership

- Monitor, identify and share information on windows of opportunity to achieve the Fair Trade movement's political advocacy objectives
- Develop and implement advocacy and partnership strategies vis-à-vis the EU Institutions and other policy-makers, such as UN bodies, when appropriate.
- Draft position papers, write briefing notes, articles, news items and press releases, in coordination with partners and with our colleague responsible for communications
- Coach and support Fair Trade movement organisations in strengthening their capacities to engage with policy-makers

Management

- Manage and report on project grants, in accordance with donor requirements,
- Manage project budgets, with the support of colleagues and our finances consultant
- Identify external funding opportunities and put together funding proposals
- Organise external advocacy and internal coordination events and meetings
- Line-manage interns and volunteers
- Membership development and support

PERSON SPECIFICATIONS

Essential

- Educated to bachelors' level in a relevant field in Economics or other Social Sciences
- Proven experience in
 - Thought-leadership to shape public policy or business agendas
 - Public policy advocacy strategy drafting skills
 - Proven project management skills
- Skills in
 - Strategic thinking and analytical skills
 - Networking and communications skills
 - IT at user level (e.g. Word, Excel, Power Point)
- Proficient spoken and written English
- Right to work in the European Union

Desirable

- Masters Degree in the above-mentioned academics fields
- Prior knowledge and experience in the following areas: Fair Trade and/or trade, competition policy and/or sustainable development, economics (in particular heterodox / pluralist economics)
- Fluency in spoken and written French or Spanish
- Advanced IT skills
- Proven experience in
 - working to influence public policies at national, EU or International level
 - civil society membership support
 - think-tank / thought-leadership functions
 - fundraising for advocacy, think-tank or research projects
 - managing EC or government grants – contractual and reporting requirement
 - working with external consultants and academics

We offer

- A stimulating and dynamic international work environment
- Plenty of learning opportunities and space for taking initiatives
- Remuneration (for full-time) in the range of 2,700 EUR gross (13 months and holiday pay) + meal vouchers, local transport pass and representation costs, complementary hospitalisation insurance

To apply

Please fill-in the application form (see Annex below) and send it to projects@fairtrade-advocacy.org before 17 March 2019 close of office. Additional documents (separate CV or motivation letter) will not be considered.

Candidates will only be contacted if selected for an interview. Physical interviews (plus written test) will take place in April in Brussels (in total, it should not take more than 2h30 hours). Reasonable travel costs will be reimbursed.

Thanks for your interest in Fair Trade and in working with us!

Fair Trade Advocacy Office

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projects@fairtrade-advocacy.org / www.fairtrade-advocacy.org

Annex: application form

Application Form

Please fill-in the application form below to apply, in Arial 10 (black ink). Additional separate documents, such as CVs or motivation letters, will not be considered.

First name(s):		Last name(s):	
Address:		E-mail:	
		Telephone: Home:	
		Mobile:	

Education, qualifications and training

Please give details of relevant secondary school/college/university attended, dates and qualifications gained. Feel free to provide details of membership to any professional organisations and training courses you have attended, particularly those relevant to the skills, knowledge or experience required for this post.

School/College/University	Qualifications gained	Dates

Previous employment

Please provide details of your work history starting with your most recent employer. Please account for any gaps in your work history (continue on a separate sheet if necessary).

Dates	Employer (name & address)	Position held, main duties and reason for leaving

Competencies, knowledge and experience

Please explain how your (relevant) skills and experience match the person specifications, as outlined in the job ad. In explaining your skills and experience, please use relevant personal examples to support your case. If possible, please describe your experience in managing a project, your successes and learnings for next time.

Languages

Please indicate the level of proficiency for the languages you can use in a working environment.

Open question

In your view, what is next for Fair Trade? (*no more than one A4 page*)

Motivation

Please explain why you are applying for this specific position at the FTAO (*no more than one A4 page*)

References

Please give the details of two referees that we could contact, and the capacity in which they know you (family and relatives cannot provide reference).

Additional questions

1. Can you confirm you have the right to work in the European Union?
2. Are you happy for us to contact these referees if you are shortlisted for interview?
3. If offered the position, when could you start?

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