

Development & engagement officer

Fair Trade Wales is looking for an enthusiastic development officer who can use their skills to develop and deliver engaging talks and workshops, build relationships with businesses and public bodies, and help shape the growth of Fair Trade Wales.

This role would suit a friendly and creative team player, committed to the values of Fair Trade Wales, who enjoys variety in their job and is able to prioritise and organise their workload. If you are passionate about justice and global equality, and want to help Fair Trade Wales grow through developing new services and income streams, then this could be the job for you.

Fair Trade Wales works to support, grow and promote the Fair Trade movement in Wales. Our vision is to see an equal world, using our values of support, collaboration and empowerment. Come and join a friendly and Fair Trade organisation.

Fair Trade Wales is established as a company, limited by guarantee with not for profit status. We work as part of the [Hub Cymru Africa \(HCA\) partnership](#) and are based at the Temple of Peace in Cardiff. This project and post is funded by the Third Sector Resilience Fund for Wales Phase 3 Scheme, managed and administered by WCVA on behalf of Welsh Government.

How to apply

Email your CV and a covering letter, explaining how you meet the person specifications and why you want to work for Fair Trade Wales to ailen@fairtradewales.org.uk by **10am** on Tuesday 26 July 2022.

Interviews will take place on zoom w/c 1 August 2022.

Details

Reports to:	Head of Fair Trade Wales
Term:	9 months
Salary:	NJC band 18, £25,419 (£12,700 - 18 hours a week)
Location:	Home-based or Cardiff office based; some travel and overnights may be required;
Hours:	18 hours per week - 0.5 pro rata
Pension:	Employer Contribution of 5% gross salary under the NEST scheme

subject to 5% employee contribution

Annual leave: 25 days holiday pro rata/ pa excluding bank holidays

Flexible working: All flexible working requests considered

Overall purpose of the role

Our 2020-2024 strategy lists our ambitions beyond our current capacity for each of our strategic goals. The main purpose of this work is to enable Fair Trade Wales to become more resilient through widening our income streams. This new role will help develop Fair Trade Wales's ability to sell its expertise, through building relationships with partner organisations and selling workshops and bespoke consultancy.

We are looking for someone interested in shaping this role according to their expertise and experience. The main purpose of this role is to:

- Create and deliver a new paid for service offer to assist with Fair Trade Wales's income diversification
- Communicate and raise awareness of connections between Fair Trade and global responsibility clearly and effectively
- Assist with developing projects with Fair Trade Wales and partner organisations
- Contribute to developing the future strategy of Fair Trade Wales

Job description

Relationship development

- Support and promote awareness of Fair Trade within public bodies and businesses
- Develop new and existing relationships with key partners
- Build bespoke consultancy offers for the Fair Trade Wales staff team to deliver
- Sell services to new partners and arrange/coordinate invoices

Development and delivery of services

- Develop and design materials and resources for a new service offer. For example; workshops, talks, and presentations
- Implement the new service offer package for partners, to promote Fair Trade and its contribution to global responsibility
- Create and deliver a marketing plan for the new services, including expansion of Fair Trade Wales's website to include new service offer
- Keep relevant databases and contacts complete and up to date, in line with

relevant legislation

Additional responsibilities

- Keep up-to-date with relevant expertise through training and development
- Do appropriate monitoring, evaluation and learning
- Liaise with bookkeeper on finances and invoices
- Support the manager to ensure achievement of Fair Trade Wales targets
- To comply with all reasonable requests subject to the overall role specifications

Person specification

Essential	Desirable
Skills and Competencies	
<ul style="list-style-type: none">• Demonstrable passion for Fair Trade• Knowledge of the Welsh Language Act and its implications for our supporters and stakeholders• Ability to use initiative, work independently and as part of a small team• Proven organisational and administrative skills• Understanding of GDPR requirements	<ul style="list-style-type: none">• Ability to communicate fluently through Welsh and English (verbal and written)• Sound knowledge of Fair Trade and/or other related areas such as trade justice, supply chains, workers rights and procurement• Experience of monitoring and evaluation• Experience of using G-suite
Relationship development	
<ul style="list-style-type: none">- Understanding of public and/or private sectors causes, motivations and needs- Ability to build good working relationships with a diverse range of people and communities- Facilitation and presentation skills- Ability to run online meetings and events	<ul style="list-style-type: none">• Knowledge of the Wellbeing of Future Generations Act• Experience of delivering workshops and talks on detailed topic areas, both internally and in partnership with others• Ability to sell services and negotiate costs

Development and Delivery of services

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| <ul style="list-style-type: none">- Have managed, planned and created engaging bilingual content- Proven IT skills on multiple platforms including Microsoft and Google- Ability to learn new topics in a short time OR knowledge of the topics already- Ability to design visually engaging content | <ul style="list-style-type: none">● Experience of creating and/or commissioning bilingual resources● Working knowledge of Wordpress CMS● Experience in managing databases● Experience in managing electronic and physical resources |
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