

Head of Fair Trade Wales (secondment cover)

Details

Reports to:	Chair of Board of Directors, Fair Trade Wales
Term:	End of March 2024 (with likely further extension, subject to funding)
Salary:	NJC scale PO1, £33,820 - £36,294.
Location:	Home, office or hybrid. Office located in Cardiff; occasional travel may be needed.
Hours:	Flexible according to the candidate. 3-5 days, 22-37 hours.
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

The main purpose of this role is to:

- Lead the work of Fair Trade Wales (FTW) to embed its principles and purpose across Wales as a Fair Trade Nation
- Work with the organisation's Board of Directors to drive its future direction
- Manage the Fair Trade Wales team and work plan, ensuring staff development and delivery of targets to effectively support the Fair Trade (FT) movement in Wales
- Represent Fair Trade Wales as required including in policy and partnerships

Job description

Management

Governance

- Deliver organisational policies and strategies as set by the FTW Board of Directors
- Make recommendations to the Board of Directors on strategy, policy and risks
- Produce and oversee formal documents including organisational accounts, contracts, reports, and evaluation of the FTW work plan
- Oversee the long-term financial stability of FTW, both maintaining current funding and seeking to diversify the organisation's income base
- Ensure policies and procedures meet the needs of the organisation along with statutory obligations, in association with Hub Cymru Africa (HCA) staff
- Contribute to the HCA partnership strategy and decision-making process
- Manage the FTW budget, including reporting responsibilities to FTW Board, HCA and funders and in accordance with statutory requirements

Programme and staff management

- Draft and implement the organisational work plan
- Actively contribute to the delivery of the work programme and to the promotion of Fair Trade in Wales
- Manage staff and volunteers to ensure achievement of FTW targets and implementation of strategies
- Ensure staff development and training opportunities
- Liaise with HCA to train and support HCA volunteers placed within the FTW team

Policy & Advocacy

- Represent Fair Trade Wales as required including in policy and partnerships
- Engage with funders and stakeholders
- Engage actively with appropriate Fair Trade and Trade Justice networks
- Maintain positive relationships with Welsh Government and the Senedd
- Keep abreast of developments in Fair Trade and Trade Justice

Person specification

Essential	Desirable
Skills and Competencies	
<ul style="list-style-type: none"> - Proven administrative and organisational skills - Proven IT skills on multiple platforms incl. Microsoft and Google - Good communication skills - Ability to communicate fluently through the medium of English (verbal and written) 	<ul style="list-style-type: none"> - Ability to communicate fluently through the medium of Welsh (verbal and written) - Demonstrable passion for the Fair Trade movement - Sound knowledge of FT and trade justice issues
Governance	
<ul style="list-style-type: none"> - Experience of contributing to and developing relevant strategies, plans and deliverables - Ability to understand and assess strategic and operational risks and mitigation actions - Experience of formal report writing and monitoring and evaluation processes 	<ul style="list-style-type: none"> - Experience of training and developing volunteers - Experience of working in an organisation with tight funding constraints - Evidence of previous work in close partnership with other organisations - Proven leadership and management skills - Experience of working with boards and committees, including reviewing policies

	<ul style="list-style-type: none"> - Knowledge of income generation and sustainable funding for non-profit organisations
<p>Programme and staff management</p>	
<ul style="list-style-type: none"> - Ability to manage a small team including yourself, and identify appropriate training and development 	<ul style="list-style-type: none"> - Experience of designing, developing and implementing campaigns - Experience in workload planning, performance and project management - Experience of budget management and financial processes - Event management skills - Evidence of working with local community groups
<p>Policy & advocacy</p>	
<ul style="list-style-type: none"> - Ability to build good working relationships within different groups (industry, politicians, other NGOs) and ability to advocate on behalf of organisation in cross sectoral meetings 	<ul style="list-style-type: none"> - Experience in lobbying and negotiation - Knowledge of Welsh Government, Welsh Parliament, local authority structures and Welsh context