



JOB DESCRIPTION

TITLE:	Standards Project Manager
DIVISION / TEAM	Standards and Pricing Unit
REPORTS TO:	Director of Standards
OVERVIEW:	
<p>Fairtrade International (FLO) unites the producer-, market- and business-facing activities within the Fairtrade Labelling system. FLO develops the Fairtrade Standards; promotes the empowerment of Fairtrade-certified producers by supporting them in gaining and maintaining Fairtrade Certification and capitalizing on market opportunities; and facilitates global Fairtrade markets, to optimise benefits for producers.</p> <p>The Standards and Pricing Unit seeks to bring social, economic and environmental benefits to producers and workers and to empower them to address the challenges of poverty and to achieve sustainable livelihoods. We do this through developing, monitoring and reviewing Fairtrade Standards and economic benefit mechanisms, including Fairtrade Minimum Prices and Fairtrade Premiums. The SU also provides standard and pricing support services, such as communication, guidance and training on Fairtrade Standards, Minimum Prices and Premiums.</p>	
OBJECTIVE/PURPOSE:	
<p>The post holder will contribute to the development and management of Fairtrade standards and related standard setting methodologies.</p> <p>Core Responsibilities:</p> <ul style="list-style-type: none"> • Manage mainly small and regular projects to develop and revise Fairtrade standards • Manage standards data (collection and analysis) • Manage monitoring and workplanning of assigned products and standards • Support the work on complex standards as a Team Member • Support the development of methodological improvements to Fairtrade standard-setting processes • Support training and communication on Fairtrade International's standards and standard-setting • Manage other unit-relevant projects/ tasks as required and needed 	
PRINCIPAL ROLES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> - <u>Standards Project Management</u> - Design and manage projects to develop and revise Fairtrade standards, based on monitoring, to agreed objectives, to time, to allocated budget, and according to Fairtrade standard operating procedures - Develop project assignments for small and regular projects, ensure implementation and monitoring of workstreams - Receive consultancy quotes, coordinate the contracting consultants, train and manage consultants to deliver high-quality inputs - Deliver projects on time and budget in compliance with existing Standard Operating Procedures - Manage stakeholder consultation processes, project communication activities and relationships with key stakeholders 	



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- Monitor and analyse the need for review of standards and propose reviews
- Manage administrative tasks (i.e. filing, correspondences) related to the assigned projects

- Standards Development and Revision
- Revise Fairtrade existing standards, and draft new standards, on the basis of evidence-based analysis and in line with guidance as provided
- Communicate new and revised standards, including the development of explanatory documents and Q&As to be used by Communications
- Respond to standard-related questions and requests from various stakeholders
- Support the development of methodological aspects of Fairtrade standards setting approach
- Contribute to the execution of general office tasks related to the work as needed and assigned

- Research and Analysis
- Conduct desk research in support of standards development and revision and use the available tools for data capture
- Chose suitable consultation methods, analyse and present consultation and other research results to stakeholders
- Conduct and analyse available data and input from internal experts, mainly from MEL and certification
- Develop and present high quality analytical papers and standards to support decision-making on standards by Fairtrade Standards Committee on behalf of the Board

SKILLS REQUIRED:

- Knowledge / Job Specific Competencies:
 - A minimum of 1 year experience in project management (essential)
 - Experience within Fairtrade in a relevant area (desired)
 - University education in development, economics, business, agriculture or other relevant field (essential)
 - Knowledge of small farmers' and workers' social and economic conditions in developing countries (essential)
 - Qualification and experience in social, economic, or environmental standard-setting or auditing (desired)
 - Professional experience of work in international development, particularly small business development (desired)

- Professional Skill Requirements
 - Project management skills, including project design, planning and budgeting
 - Analytical, research, writing, and presentation skills
 - Excellent cross-cultural communication skills and capacity to make complex issues easily understandable
 - Strong social skills
 - Languages: Fluency in English and ability to work effectively in Spanish, French or Portuguese essential



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- Personal Qualities
 - Ability to develop projects under guidance
 - Strengths in logical thinking and attention to detail
 - Results-driven and solution oriented
 - Capacity to work independently within given framework and guidance
 - Collaborative and team-working approach
 - Ability to work with multiple stakeholders from different perspectives and contexts
 - Motivation for the aims of Fairtrade

PRIMARY RELATIONSHIPS:

Within FLO the position has primary working relationships with the Standards and Pricing Unit, the Producer Services Relations Unit, the Global Product Management, the Communications Team and other relevant Business Units.

On a project-basis, the Project Manager will develop relationships with external stakeholders including Fairtrade producers and their representatives; Fairtrade traders; staff at Fairtrade National Fairtrade Organizations; staff at FLO-CERT; consultants; and representatives of other relevant partner organizations.

TERMS AND CONDITIONS:

- This is a full-time job and is based in the Fairtrade International office in Bonn, Germany
- Time-limited contract for approximately 1 year
- The working language is English
- Start date: as soon as possible
- Salary is based on the Collective Bargaining Agreement, Salary Group 5 (3,052.00 Euros Gross per month)
- 30 days' annual leave and flexible working hours.
- 13th month's salary and holidays bonus

APPLICATIONS:

Applications, in the form of a letter of motivation and Curriculum Vitae, should be submitted via e-mail to applications@fairtrade.net, citing Standards Project Manager in the subject field.

The deadline for completed applications is **26th July 2019**