



FAIRTRADE
FOUNDATION

**INCLUSIVE
BOARDS**



Trustee and Vice Chair Pack 2023

Welcome Note

Dear Candidate,

Thank you for your interest in these Trustee roles at Fairtrade Foundation UK. We are thrilled that you are considering joining our organisation and becoming a key driver in our mission to promote fairer trade and empower farmers and workers worldwide.

The Fairtrade Foundation is a globally recognised organisation committed to creating a more equitable and sustainable trade system. Since our establishment, we have been at the forefront of advocating for fair wages, safe working conditions, and climate justice for those who produce the goods we consume every day.

As we embark on an exciting new phase of our journey, we are seeking two individuals to join our board as Trustees, with the potential for one to become our Vice Chair as the current postholders terms of office come to an end. We are looking for an influential leaders who will guide us in shaping the future of Fairtrade.

This recruitment pack has been carefully crafted to provide you with comprehensive information about the Fairtrade Foundation, our values, our equality and diversity ambitions and the responsibilities and expectations associated with the positions. It will give you insights into our strategic priorities, the challenges we face, and the incredible opportunities that lie ahead.

We have an ambitious growth agenda, and the board of the Fairtrade Foundation will play a pivotal role in guiding this strategic direction and fostering partnerships across our stakeholders. You will join a diverse and talented board of trustees, working closely with our dedicated executive colleagues to drive positive change.

We seek candidates who embody our values, are committed to inclusion and demonstrate a deep commitment to addressing the complex challenges facing global supply chains, generating sustainable income streams and ensuring the Foundation lives and breathes its values as an employer. Together, we can further amplify the impact of Fairtrade, empower communities, and inspire consumers to make ethical choices.

Should you decide to apply, we look forward to reviewing your application and learning more about how you can contribute to the Fairtrade Foundation's continued success.

Thank you for your interest in joining us. Together, we can make the future fair.

Sincerely,



Kerry Smith

Trustee and Chair of the People, Safeguarding & Remuneration Committee, Fairtrade Foundation



About Fairtrade

Fairtrade is a movement for change that works directly with businesses, consumers and campaigners to make trade deliver for farmers and workers.

Fairtrade achieves this by rallying a global community of millions – farmers and workers, supply chain partners, brands, retailers, shoppers, schools, government – to pay fair prices and uphold fair production standards and practices.

Fair prices provide an immediate lifeline for vulnerable farmers and workers at times of need. They also provide long-term investment in production, community and environmental projects to create a fairer, better world.

Fair standards and practices promote sustainable farming to protect biodiversity and the environment; deliver training for women so they can participate and lead; secure worker rights; and build climate resilience.

We are best known as the independent, not-for-profit body behind the FAIRTRADE Mark, a product label assuring consumers that their purchase helps disadvantaged farmers and workers in developing countries secure a better deal. Over the past twenty five years, the FAIRTRADE Mark has become the best known and most trusted ethical mark amongst UK consumers. It ensures fairer terms of trade between farmers and buyers, helps to protect workers' rights, and provides the framework to empower producers to build thriving farms and organisations.

Beyond certification, Fairtrade is deepening its impact by delivering specialist programmes and expertise to support communities with additional training and worker support, whether that's empowering women coffee farmers or responding to crises such as Covid-19.

It's an exciting time to join the Fairtrade Foundation. We have recently entered the third year of our 5-year strategy (2021-2025). A strategy which meets the challenges being presented to markets and producers, as well as seizing the opportunities our ever-evolving world provides. Our primary focus remains achieving decent & sustainable livelihoods for producers. Key requirements for us to be successful over this next strategic period will be to further champion progress in Living Income and Living Wages, to grow the volumes of products sold on Fairtrade terms and to further support producer organisations to become more resilient in a fast-changing environment (including climate resilience & adaptation).



Our Global Strategy 2021 - 2025

Our Global Strategy 2021–2025 is based on three key tenets: Decent livelihoods are a human right; Social justice drives sustainability; and Radical collaboration powers deep impact.

Fairtrade farmers and workers are the heart of our global strategy. Our primary focus remains on achieving decent and sustainable livelihoods. To do this, we will be at the vanguard of living incomes and wages, focusing on growing volumes of products sold on Fairtrade terms and delivering ambitious and innovative impact with our partners to build producer resilience in our fast-changing world.



Empowered Farmers and Workers

Secure decent and sustainable livelihoods, build resilience to climate change, and support women and youth as leaders of the future.



Growth and Innovation

Strengthen existing relationships, develop new sources of growth and continue the evolution of Fairtrade's unique business solutions.



Advocacy and Citizen Engagement

Champion change that addresses power imbalances in supply chains, human rights risks, climate change, and inequality.



Digitalization for Fairer Supply Chains

Unlock the power of fair supply chains through data, transparency and traceability.

To learn more click [here](#) to read the strategy in full.



Our Vision, Mission and Values

Our Vision

Fairtrade Foundation's vision is a world in which all producers can enjoy secure and sustainable livelihoods, fulfil their potential and decide on their future.

Our Mission

Our mission is to connect disadvantaged producers and consumers, promote fairer trading conditions and empower producers to combat poverty, strengthen their position and take more control over their lives.

Our Values

We want to be creative and innovative as we try to provide answers to the issues of sustainable development for marginalised producers and the inequalities of the international trade system.

We want to be strong in what we say, the action we take and how we lead as we offer alternatives to the current system. It's about offering inspiring solutions, being optimistic about what can be achieved and unlocking potential.

And we want our staff to share those values and be the voice of Fairtrade and the people we work with. We believe that everyone who works with us, no matter what their role or which country they are in, has a part to play in working towards our vision.

Fairtrade's global values are: 'Accountability', 'Integrity', 'Respect' and 'Partnership'.

To learn more click [here](#) to read our latest annual report.



Our Commitment to Diversity & Inclusion

The Fairtrade Foundation is committed to eliminating discrimination and encouraging diversity amongst its workforce. The Foundation aims to have a workforce that is representative of all sections of society and all employees will feel respected and able to give of their best. We support the creation of an environment in which individual differences and the contributions of all staff are recognised and valued. The Foundation opposes all forms of unlawful and unfair discrimination and will not discriminate on any grounds as defined by the Equality Act.

We are committed to increasing diversity and inclusion within our board. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.

We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference. We're also keen to support applicants from outside London and the South East.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.



About the Role of Trustee

The Board is responsible for ensuring that Fairtrade carries out its charitable purposes for the benefit of farmers and workers, remains solvent and properly managed, and complies with all relevant legislation. The Board consists of up to 12 Trustees who retain formal power of all governance matters pertaining to the organisation. The Board's key focus is on the statutory and strategic issues for the Foundation. In addition, it reviews progress reports from the operational team to ensure the Foundation's ongoing performance is in line with its stated goals.

We're seeking **two** new Trustee's to join our board.

Trustees hold the following duties:

- Setting and maintaining the Foundation's vision, mission and values, and in particular agreeing and approving the strategic plan
- Ensuring the charity is carrying out its purposes for the public benefit
- Acting in the charity's best interests, making balanced and adequately informed decisions, thinking about the long term as well as the short term
- Managing the charity's resources responsibly
- Making use of your skills and experience, and taking appropriate advice when necessary
- Giving enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all Trustees' meetings
- Contributing creatively to the development of the Foundation, including fostering relationships with major licensees
- Developing the Foundation's policies on trade justice and other means of poverty reduction related to the Foundation's core activity
- Agreeing and monitoring major policies and programmes (e.g. annual plans and budgets)
- Reviewing reports and management accounts to ensure that the Foundation's performance is in line with its policies and programmes, is managing any risks correctly and taking any remedial action needed
- Ensuring that the organisation complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations.

Trustees also have ultimate responsibilities for safeguarding, senior remuneration and oversight of people issues and policies.

Trustees may be invited to serve on one of the charity's sub-committees – the Finance and Audit Committee, the People, Safeguarding and Remuneration Committee and the Nominations Committee.

Sensitive handling of personal communications and use of social media will be required by successful candidates to ensure that the Fairtrade Foundation's brand and reputation are protected at all times.

Person Specification

Knowledge and Experience

We're looking for candidates with senior experience and knowledge in at least ONE of the following areas:

- Branding, in particular Brand Strategy and Marketing
- Commercial, in particular Fast Moving Consumer Goods (FMCG) and Retail
- Communications and Media
- Policy-Making and Government Relations

Skills and Attributes

- An understanding of, commitment to and enthusiasm for the charity's core purpose and work
- Objectivity, fairness, independence of mind, integrity, discretion and good judgement
- Strategic vision and the ability to focus on practical issues
- Readiness to make and be accountable for decisions
- Awareness of how the world is changing politically, economically and socially and how these changes may impact the charity
- Willingness to devote the necessary time to be an effective Trustee
- Experience of serving on a committee or board (or the aptitude to be a credible contributor)
- A good team player able to debate issues in a constructive and collegiate manner
- Strong communication and interpersonal skills
- Ability and willingness to be an ambassador for the charity and to represent the charity positively to external audiences
- A proven commitment to equality, diversity and inclusion.

The Role of Vice Chair

We'd like one of our new Trustees to fulfil the role of Vice Chair - supporting the Chair in the leadership of the board and governance of the Fairtrade Foundation. Additionally, we'd like our new Vice Chair to lead managing relations between the Fairtrade Foundation Board and Board members of the Fairtrade International Federation. There will be a transition period before taking on the responsibilities of this role. If you're interested in joining as Vice Chair, please indicate this in your application and note the following additional person specification points.

- Previous experience serving in a substantive board role
- Significant understanding of good governance principles
- Willingness and ability to deputise for the Chair, chairing meetings where necessary and supporting the management of senior stakeholders

Additional Information

Location

Board meetings are typically held in central London, though can be hybrid.

Time commitment

The Board meets at least 4 times per year. Alongside committee meetings and other ad-hoc responsibilities we anticipate the time commitment to be at least 1-1.5 days per month.

Conflicts of interest

The Foundation has a formal conflict of interest policy which the Chair and Trustees are bound by. In particular, the Foundation's policy means that applications cannot be considered from an individual who is currently employed by, or has a significant financial interest in, a company which is a licensee of the Foundation or a major retailer.

Terms of appointment

These posts are for an initial three-year term

Remuneration

The position is unpaid, although the Foundation reimburses travel costs and other direct expenses incurred.

How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Fairtrade. If you wish to apply for this position, please supply the following by [23.59 20/08/2023](#).

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

If you have further questions after reading this pack, please email fairtrade@inclusiveboards.co.uk or call 0207 267 8369.

Please visit www.inclusiveboards.co.uk/opportunities to apply online or send your CV and cover letter to fairtrade@inclusiveboards.co.uk.

A basic Disclosure and Barring Service check will be needed as part of an offer of the position.





INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

Contact us today

Improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



www.inclusiveboards.co.uk



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