



FAIRTRADE
FOUNDATION

**INCLUSIVE
BOARDS**



Chair Candidate Pack 2023

Welcome Note

Dear Candidate,

Thank you for your interest in the role of Chair of 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 an exceptional individual to assume the vital role of Chair, as our current Chair comes to the end of his term. We are looking for an influential, commercial and visionary leader who will guide us in shaping the future of Fairtrade and building strong partnerships to achieve lasting change.

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 Chair position. 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 Chair of the Fairtrade Foundation will play a pivotal role in guiding this strategic direction, fostering partnerships across our stakeholders and ensuring effective Board governance. You will have the chance to lead a diverse and talented board of trustees, working closely with our dedicated executive colleagues to drive positive change.

We seek a Chair who not only possesses extensive leadership experience but also embodies our values, is fully inclusive and demonstrates both 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 Foundation 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.



**the
future
is fair**

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

We're seeking an inclusive and committed individual to lead our board. The core responsibilities of the role are to:

- Uphold and promote the organisation's mission, strategy, values and vision
- Ensure effective Board governance and compliance with the law and Charity Commission guidelines as it relates to the Foundation and its activities
- Give strategic leadership and operational direction to the Board
- Work with and provide guidance to the Chief Executive to plan the annual cycle of Board meetings, set corresponding agendas, and monitor decisions taken at meetings to ensure implementation
- Chair and facilitate the Board, and participate in the Finance and Audit Committee, Remuneration Committee and Nominations Committee meetings to ensure effective conduct of business, encouraging all Board and Committee members to participate in decision making
- Ensure a diversity of skills and expertise across the Trustees that support the goals of the organisation
- Liaise with the Chief Executive to appraise and develop the Board of Trustees, based on recommendations from the Nominations Committee
- Oversee performance evaluation of the Board as set out under operating guidelines of the Board, effecting changes to its Terms of Reference as required
- Lead the process of recruiting (if a vacancy arises) and appraising the Chief Executive
- Act as the final point of appeal in high level disciplinary matters
- Facilitate change and address conflict between stakeholders and the organisation, within the Board and within the organisation
- Engage effectively with Fairtrade International to enhance the overall impact of the Fairtrade movement

The role also involves occasional public speaking and representation of the Foundation externally and with global Fairtrade partners.

The Chair will ensure that trustees are linked with members of the executive and operational management team to offer guidance and advice in delivery of their remits. This additional support is expected over and above the standard strategic direction setting, delivery and review the obligations of Board members and is about offering personal operational expertise, guidance and advice to senior Foundation staff where their own professional capacity is well matched.

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

- Trustee/Non-Executive experience preferably as a Chair
- Knowledge in at least one of the following areas:
 - Fast-Moving Consumer Goods (FMCG)
 - International trade and/or development
 - Policy making, government and campaigning

Skills and Attributes

- Sound understanding of the role of a non-executive chair and the relationship between chair and chief executive; and the authority and credibility to be a critical friend to the chief executive and senior staff.
- Ability to think strategically, synthesise complex information, weigh up options, measure risks and build consensus amongst board members.
- Collaborative in style, leads by example encouraging fellow board members to contribute and to feel engaged and valued. Excellent networks and networking skills with the ability to influence donors
- Excellent interpersonal, communication and presentation skills to represent the Fairtrade Foundation in a range of settings, many of them high profile and the ability to have immediate impact.
- Ability to influence multiple stakeholders, possessing well-tuned political judgement.

General Expectations

- Commitment and/or demonstration of alignment to the Foundation's values
- Acting collectively as part of the trustee Board, participating and encouraging healthy debate
- Undertaking a duty of care in acting reasonably and prudently in all Board matters
- Identifying and promptly declaring any actual or potential conflicts of interest
- Acting responsibly in respect to probity – both actual or possible receipt of gifts or hospitality associated to the Foundation's mission and aims – according to defined policy
- A proven commitment to equality, diversity and inclusion and a track record of delivery.
- Build a close working relationship with the Chief Executive to provide guidance, oversee performance and collaborate on challenges and opportunities
- Work closely with the Vice Chair to ensure continuity during any absence.

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 2-3 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

This post is 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



[@InclusiveBoards](https://twitter.com/InclusiveBoards)



<https://linkedin.com/company/inclusive-boards>

