



## Call for Independent Senior HR expert for People Committee

Fairtrade is the most recognized and trusted sustainability label, working to make trade fairer for people and planet.

For more than three decades, Fairtrade has been making an impact on the way trade works. We believe that every farmer and worker should have access to a better way of doing business, and a better way of living.

Fairtrade International is an independent non-profit organisation representing more than two million small-scale farmers and workers worldwide. It owns the FAIRTRADE Mark, a registered trademark that appears on more than 37,000 products. Beyond certification, Fairtrade International and its member organisations (three producer networks and 19 national Fairtrade organisations) partner with producers and businesses, engage consumers, and advocate for a fair and sustainable future.

### Introduction

The People Committee (PC) is a committee of the Board of Fairtrade International (FI). It is established to:

- Provide recommendations and advice to the Board on the appointment of people with the skills and competencies needed for the governance, based on consistent and impartial procedures that reflect Fairtrade International's values of inclusiveness, transparency, and fairness.
- Support the Board in the monitoring of its performance and identify opportunities for improvement by developing the methodology and tools for collective and individual performance assessment.
- The Chair of the People Committee is a FI Board member, appointed by the PC. Currently, the PC Chair is Ms Laurence Tanty.

### Composition of the PC

The PC shall consist of seven or more members made up as follows:

- 1) Three or more Board members comprising one independent member and one from each membership group appointed by resolution of the Board of whom one shall from time to time be appointed as Chair. Members shall have full voting rights.
- 2) Two or more persons nominated by the Members of the Association (one from each membership group) who shall not hold executive roles within the Association, with demonstrable skills and experience in HR and recruitment preferably at senior leadership and governance level. Members shall have full voting rights.
- 3) One senior HR manager working for the Association or any of its Members ("executive members") who, in addition to full involvement in PC discussions and decisions, shall provide technical advice and operational support to the PC's work plan. Members shall not hold voting rights.
- 4) One Independent Senior HR expert who shall not be affiliated to any member of the Association, with C-suite level experience and multicultural HR expertise. Member shall have full voting rights.

### Responsibilities of the PC

- Oversee Succession planning and support for nominations to the General Assembly for election to the FI Board of Members nominated by the Members association and Independent Board Members
- Oversee Board Committee recruitment process for bodies that the Board appoints (Governance Committee, Nominations Committee, Finance and Audit Committee, Standards Committee, Floccert Supervisory Board, Licensee Allocation Committee and Impartiality Committee) as well as from time-to-time for other bodies within the Association.
- Oversee the Board Performance evaluation process and support the development of a competency framework to guide Board composition and strengthen collective and individual performance
- Oversee matters of hiring and managing performance of the Global CEO and Executive Director roles
- Oversee the Global CEO and Executive Director succession plans
- Oversee Talent assessment and the continuous development of the talent pipeline both internal and external
- Support the PC members in HR matters related to human resources, employment laws, organizational development, and workforce trends. The Senior HR expert provide informed recommendations and insights based on his/ her expertise.
- advocate for and advise on matters of diversity, equity, and inclusion, ensuring that the organization's practices are fair and inclusive.

### Frequency of Meetings

The PC holds 4 meetings annually with at least one meeting face to face and the rest virtual.

### Term of office and remuneration

- The term of office is three years and may be renewed once provided that the two consecutive terms of office shall not exceed six years.
- Membership of the PC is an honorary position. FI reimburses travel and accommodation costs upon submission of original receipts in accordance with FI's travel policy

### Skills, competences, experience

**Fully Independent:** Is considered fully independent if he/she has no "material relationship", no business or personal relations with the Organization or its Leadership Team which cause a conflict of interests. Independents shall not exercise directorships or similar positions or advisory tasks for competitors or partners of the organization.

### Required:

- Extensive on the ground International HR experience with multi-countries assignments
- Having worked in multicultural environment
- Demonstrable skills and experience in HR at senior leadership level (C-suite or above is a must).



- Strategic HR skills to coach and advise Senior Management Team and the Board in their HR related matters and global talent development
- Experience with mediation/ dispute resolution
- Fluency in English spoken and written, other languages are an advantage
- Availability for meetings (virtual). Have access to efficient telephone and internet access

Nice to have:

- German HR expertise
- Experience in NGOs

**How to Apply**

Interested candidates should send in their applications (CV and cover letter/ letter of interest) to [People\\_Committee@fairtrade.net](mailto:People_Committee@fairtrade.net) with subject line "Application for Independent Senior HR expert"

Applications will be accepted until **12<sup>th</sup> May 2024**.