



## JOB DESCRIPTION

<b>TITLE:</b>	Programme Coordinator for Sustainable Livelihoods & Decent Work
<b>DIVISION / TEAM</b>	Global Products, Programs & Policy
<b>REPORTS TO:</b>	Director of GPPP

### OVERVIEW

Fairtrade is an alternative approach to conventional trade and is based on a partnership between producers and consumers. Fairtrade offers producers a better deal and improved terms of trade. This allows them the opportunity to improve their lives and plan for their future. Fairtrade offers consumers a powerful way to reduce poverty through their everyday shopping.

Fairtrade International is the international non-profit, multi stakeholder body that is responsible for the strategic direction of Fairtrade, sets Fairtrade standards and supports producers.

Fairtrade sees sustainable livelihoods for farmers and decent work for workers as a human right. It allows everyone who works to afford a basic, but decent standard of living. Making progress on living incomes and wages is at the core of Fairtrade's mission and current and next Fairtrade's five-year global Strategy. In this context we are initiating and scaling living income and wage programmes and seek to significantly scale business participation to help farmers and workers materialize their right to a living income or wage.

### PRINCIPAL ROLES AND RESPONSIBILITIES

The Programme Coordinator will support the roll-out of Fairtrade's Sustainable Livelihoods and Decent Work strategies and facilitate the Fairtrade system to deliver on its respective goals for smallholder farmers and for workers.

Initial focus will be on projects in cocoa, coffee, floriculture and banana. In this context the Coordinator will work in close cooperation with Fairtrade's the Senior Advisor, Sustainable Livelihoods and Senior Advisor on Worker's Rights and Trade Union Relations and the relevant Global Product Managers.

- Keep a structured overview of related projects implemented by Fairtrade members and partner organizations
- Coordinate the identification, fundraising and preparation of projects.
- Coordinate project administration, implementation and reporting, including financial and narrative reports to donors and project partners.
- Coordinate data systemization and analysis for baseline and benchmark studies, as well as the coordination and preparation of stakeholder consultations.
- Coordinate updates of living income and living wage benchmarks, and process and present related data and technical activities.

Fairtrade International

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Fairtrade Labelling Organizations International e.V. German Register of Associations, No. VR 7795

- Collaborate and coordinate with relevant Fairtrade International units (principally Global Impact, Standards & Pricing and External Relations) and support internal alignment and co-creation of implementation tools (eg monitoring and evaluation frameworks, pricing tools, standards adjustments, communication and advocacy plans).
- Co-lead with line manager procurement and contracting of external service providers.
- Contribute to and ensure regular information of Fairtrade members and external stakeholders about strategies and programmes, including updates on progress and results.
- Contribute to system-wide alignment on a common narrative around ambitions, strategies and approaches, including the development and distribution of harmonized offer to business information and policy messaging to Fairtrade members.
- Manage the effective functioning of meetings, events and dialogue sessions with stakeholders, including the Workers' Rights Advisory Committee.
- Coordinate projects and programmes with trade unions, civil society organisations and other partners on labour themes.

## SKILLS REQUIRED:

### Level of education

Undergraduate Degree in Agriculture/Environmental Science/Business management/Economics/Development, Masters/Post Graduate qualification desirable

### Knowledge / Job Specific Competencies (E= Essential; D=Desirable):

- 1- 3 years of professional experience in relevant areas (E).
- Experience in sustainable trade and supply chain development working with industry partners (E).
- Competent in MS Office (Excel/PPT/Word) (E).
- Advanced knowledge in Excel and Access (macros, pivot tables, etc.) and another statistical / data management program eg Stata (D)
- Languages: Fluency in English (essential) and ability to work effectively in Spanish(essential), French or Portuguese (desired)

### Professional Skills

- Result and solution oriented (E)
- Excellent professional communication and presentation skills (E)
- Track record in project management (D).
- Experience in working in cross-functional teams and groups (D).
- Excellent communication and relationship management skills (E).

### Personal Qualities

- Demonstrate ability to drive forward work on own initiative (E).
- Be highly organized and able to prioritize and multi-task effectively (E).
- Have the ability to work both independently and as part of a team (E).
- Respect of deadline and attention to details (E).

## TERMS AND CONDITIONS

- This is a full-time position (38,5 hours), based in the Fairtrade International office in Bonn, Germany
- An initial on-year contract will be offered
- The office language is English.
- Salary as per the Collective Bargaining Agreement for the Wholesale and Foreign Trade Industries for North Rhine Westphalia and Fairtrade International Company Agreement on wages and salaries **Group V** plus an attractive benefit package
- 30 days of holidays per full year of employment.
- Starting date: asap.

## APPLICATIONS:

Applications, in the form of a letter of motivation and Curriculum Vitae, should be submitted via e-mail to [applications@fairtrade.net](mailto:applications@fairtrade.net) citing "Programme Coordinator for Sustainable Livelihoods" in the subject field.

Please indicate your earliest availability for this position in your application.

The deadline for completed applications is **1<sup>st</sup> March 2021**