

Administrative Assistant

The Ethical Trading Initiative is an alliance of companies, trade unions and NGOs working together to develop better understanding of how companies can ensure the products they buy from around the world are produced in ethical working conditions.

We are looking for an Administrative Assistant with good all-round admin skills to work closely with our Office Administration Manager to provide a quality admin service to the rest of the staff team and to ETI's members. Must have good overall office/admin experience. An eye for detail, initiative and the ability to form good working relationships are essential.

Salary on scale £16,254 - £21,672 according to age and experience, plus benefits package including pension contribution and 25 days holiday.

Closing Date 7 November. Interview date: 14 November

Contact Carol Sheldon, ETI, Cromwell House, 14 Fulwood Place, London WC1V 6HZ carol@eti.org.uk Tel: 020 7404 1463 for Recruitment Information Pack and application form or access from www.ethicaltrade.org



Application for employment

In confidence

Please read the job description, person specification and supplementary information carefully before completing this form. Shortlisting will be carried out solely on the basis of the information provided on the application form. CVs will not be considered.

This form will be photocopied. Please write clearly in black ink or type.

Personal details

Post applied for:

ADMIN ASSISTANT

How did you learn about this vacancy?

(If appropriate please give the name of the publication)

Family name:

Forename(s):

Preferred title:

Contact address

Date of birth

DD/MM/YY

Age in years

____/____/____

-

Postcode

Tel no home

Tel no work

Do you need a work permit to take up employment in the UK?

Yes/No

If 'Yes', have you got / applied for a permit?

Yes/No

Health

Please state the number of days you have been absent from work owing to illness during the last two years and give the reasons for any absence.

Have you had a serious illness or surgery? If so, please give details.

Do you consider yourself to have a disability, which would alter the way in which you would carry out the duties outlined in the job description? Yes/No

If yes, please give details and indicate whether you would need any help/special equipment to enable you to carry out the duties outlined in the job description.

Education (secondary / higher)

School/college/university attended	Subject(s) studied and grades attained at GCSE, A Level and above	Dates (from - to)

Professional or vocational training

Where attended	Dates	Course(s) attended/qualification(s) obtained

Other skills

Languages: What languages other than English do you speak and/or write? Please indicate level of competence.

Computing: Please give an indication of your level of proficiency in word processing and/or other computing applications (please specify any packages used regularly).

Employment history

Please give details of your work experience (including voluntary work where this has been your main activity) starting with your present or most recent employer. If necessary, continue on a separate sheet.

Name and address of employer

Position held

Salary on leaving

Date of employment (MM / YY) from

to

Duties and responsibilities:

Reason for leaving / wishing to leave:

Employment History (continued) Please indicate final salary and reason for leaving

Dates MM / YY to MM / YY	Employer's name and address	Position held and key responsibilities

Please give your reasons for wanting to join ETI and why you are applying for this post. Give any other relevant information (e.g. specialist knowledge, experience and personal qualities) in support of your application, bearing in mind the job description and person specification for the post. (Please continue on a separate sheet of paper if necessary).

Are you available at the time interviews have been scheduled?
(Monday 14 November)

Yes/No

If offered this appointment when would you be free to start?

References

Please give the names and addresses of two people whom ETI may approach for a reference. They should have known you in a professional capacity, as an employee or a student: one should be from your present or most recent employer.

ETI will seek your permission before contacting referees.

Name:

Address:

Daytime telephone number:

Occupation:

In what capacity do you know him/her?

For how long have you known him/her?

Name:

Address:

Daytime telephone number:

Occupation:

In what capacity do you know him/her?

For how long have you known him/her?

Declaration

I declare that to the best of my knowledge the information I have given is correct.

Signed Date.....

This form should be returned to Carol Sheldon, Office Administration Manager, Ethical Trading Initiative, Cromwell House, 14 Fulwood Place, London WC1V 6HZ. Email: carol@eti.org.uk



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Information pack For the post of Admin Assistant

October 2005

Ethical Trading Initiative
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eti@eti.org.uk
www.ethicaltrade.org

What Is The Ethical Trading Initiative?

The ETI was formed in 1997/8 and is funded by membership fees paid by its members and by a grant from the Department for International Development. ETI is an alliance of business, trade union and development organisations committed to working together to improve the lives of workers and their families that produce goods for the UK market. ETI's specific purpose is to identify and promote good practice in the implementation of corporate codes of conduct, including the monitoring and independent verification of such codes.

ETI's members want to ensure that the working conditions of employees in the companies that supply goods to consumers in the UK meet or exceed international labour standards. The special characteristics of ETI, and the reason it is well known internationally, are its tripartite structure and its focus on learning rather than certification of auditors or labelling of products or companies. This gives legitimacy to the lessons learned about the implementation and inspection of corporate codes of labour practice.

ETI is NOT an accreditation agency nor does it perform external audits. It exists in order to share experience and promote learning about implementing international labour standards in global supply chains.

The Ethical Trading Initiative Base Code

ETI member companies commit to adopting the standards that are contained in the ETI Base Code. The ETI Base Code contains international standards derived from the relevant conventions and recommendations of the International Labour Organisation. The ILO is part of the UN family and has member governments, employer and trade union organisations from 175 countries of the world. The ILO's conventions are legally binding on states that ratify them and its recommendations are intended to act as guidelines for employment practice. Where there is a difference between the law and the Base Code, companies are expected to apply that provision which affords workers the greatest protection.

The nine provisions of the ETI Base Code are:

- Employment is freely chosen;
- Freedom of association and the right to collective bargaining;
- Working conditions are safe and hygienic;
- Child Labour shall not be used;
- Living Wages are paid;
- Working Hours are not excessive;
- No discrimination is practised;
- Regular employment is provided;
- No harsh or inhumane treatment is allowed.

Job Description

<u>Job Title:</u>	Administrative Assistant
<u>Reporting to:</u>	Officer Administration Manager
<u>Working Hours:</u>	Total hours 37.5 per week. The above hours are the normal office hours, but the post holder may from time to time need to undertake some aspects of the post outside the normal office hours for which time off in lieu will be given.
<u>Purpose of Job:</u>	To assist the Office Administration Manager, Director and staff team in ensuring that Ethical Trading Initiative Secretariat delivers a quality service to its membership.

Equal Opportunities Statement

The aim of the Equal Opportunities Employment Policy is to ensure that no job applicant or employee receives less favourable treatment on grounds of sex, race, colour, religion, disability, ethnic or national origin, age, sexual orientation, marital or parental status or social class, nor is disadvantaged by conditions or requirements which cannot be justified.

The Ethical Trading Initiative will promote positive employment practices designed to eliminate discrimination, thereby ensuring adherence to the appropriate Acts of Parliament and Codes of Practice.

Main Tasks

1.0 General Administration:

- 1.1 Ordering of stationery and general supplies.
- 1.2 Maintenance of filing and computerised database systems and email lists
- 1.3 Photocopying and filing where necessary.
- 1.4 Preparing cheques for signature and despatch of same.
- 1.5 Listing incoming cheques and paying into The Ethical Trading Initiative's bank account.
- 1.6 Opening and distribution of incoming post and weighing and stamping of outgoing post.
- 1.7. Preparation of letters when necessary.
- 1.8 Distribution of incoming faxes.

- 1.9 Answering incoming telephone calls promptly and efficiently in order to promote a positive impression of The Ethical Trading Initiative at all times.
- 1.10 Greeting guests and providing suitable refreshments where appropriate.
- 1.11 Management of meeting rooms diary.
- 1.12 Management of meeting rooms during major meetings, including room layout and organising refreshments.

2.0 Support to Other Members of the Secretariat Team:

- 2.1 Assisting Secretariat staff in setting up meetings, including telephoning members to ensure their attendance where necessary.
- 2.2 Assisting organising seminars, conferences and other events.
- 2.3 Providing admin support to the Chair, Board, and Caucus Groups of ETI where appropriate.
- 2.4 Making travel arrangements for Secretariat members. Collecting staff visas for overseas trips.
- 2.5 Assisting the Communication and Events Co-ordinator in basic maintenance of ETI's website.

3.0 General:

- 3.1 Contribute to good working relationships within ETI
- 3.2 The Secretariat is a small team and all staff are occasionally called upon to support the work of others.
- 3.3 To undertake such other duties and responsibilities as the Director or the Office Administration Manager may from time to time request.
- 3.4 ETI's office is situated in a non-smoking building.

PERSON SPECIFICATION

SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
	At least one year's previous experience of office administration	Fluency in second language
	Good standard of written and spoken English	
	Ability to carry out instructions quickly and accurately	
	Good telephone manner	
	Good interpersonal skills	
	GCSEs (or equivalent), including English	
	Good oral and written communication skills	
	Experience of working in a team	
	Experience of using Microsoft Word, Excel, Access and PowerPoint	
	Good keyboard skills/touch typing	
	Experience of maintenance of electronic and paper filing systems	
	Able to use Microsoft Word, Excel, Access and Power Point	
QUALITIES		
	Self-motivated, resilient and confident	
	Ability to work under pressure	
	Ability to manage and prioritise own workload	
	Commitment to the aims and goals of ETI	
KNOWLEDGE		
	Knowledge of Basic HTML (or willingness to attend training course)	Knowledge of Sage bookkeeping package

Terms And Conditions Of Employment

Nationality

This post is open to anyone who is eligible to work in the United Kingdom. Applications from those seeking a permit to work in the UK cannot be considered.

Salary

Salary range £16,254-£21,672 according to experience.

Holidays

25 days paid holiday per year plus Bank and public holidays. The holiday year runs from 1 April to 31 March.

Pension

ETI will pay a contribution of 6% of your salary to an Inland Revenue approved managed pension fund of your choice (payable after 6 months, but backdated, subject to successful performance review). Alternatively, ETI has chosen Friends Provident to provide a Stakeholder contract Scheme. Membership of the scheme is on a voluntary basis and open to all employees.

Hours of Work

Your salary is based on a 5-day working week of 37.5 hours excluding lunch breaks. The ETI Office is open from 9.00 until 6.00pm, in practice, hours will sometimes be less predictable.

Location

Your place of employment will be Cromwell House, 14 Fulwood Place, London, WC1V 6HZ. The post-holder will be required to work from this office.

Medical

You may be asked to undergo a pre-employment medical examination as a condition of an offer of employment.

Other Employment Conditions

ETI is dedicated to promoting the adoption of good practice in labour standards and is an equal opportunities employer.

The Secretariat operates a no smoking policy and is situated in a no smoking building.

Application and Selection Process

All application forms should be emailed or sent to Carol Sheldon (carol@eti.org.uk), ETI Secretariat, 2nd Floor, Cromwell House, 14 Fulwood Place, London, WC1V 6HZ to arrive before **5 pm on Monday 7 November 2005**.

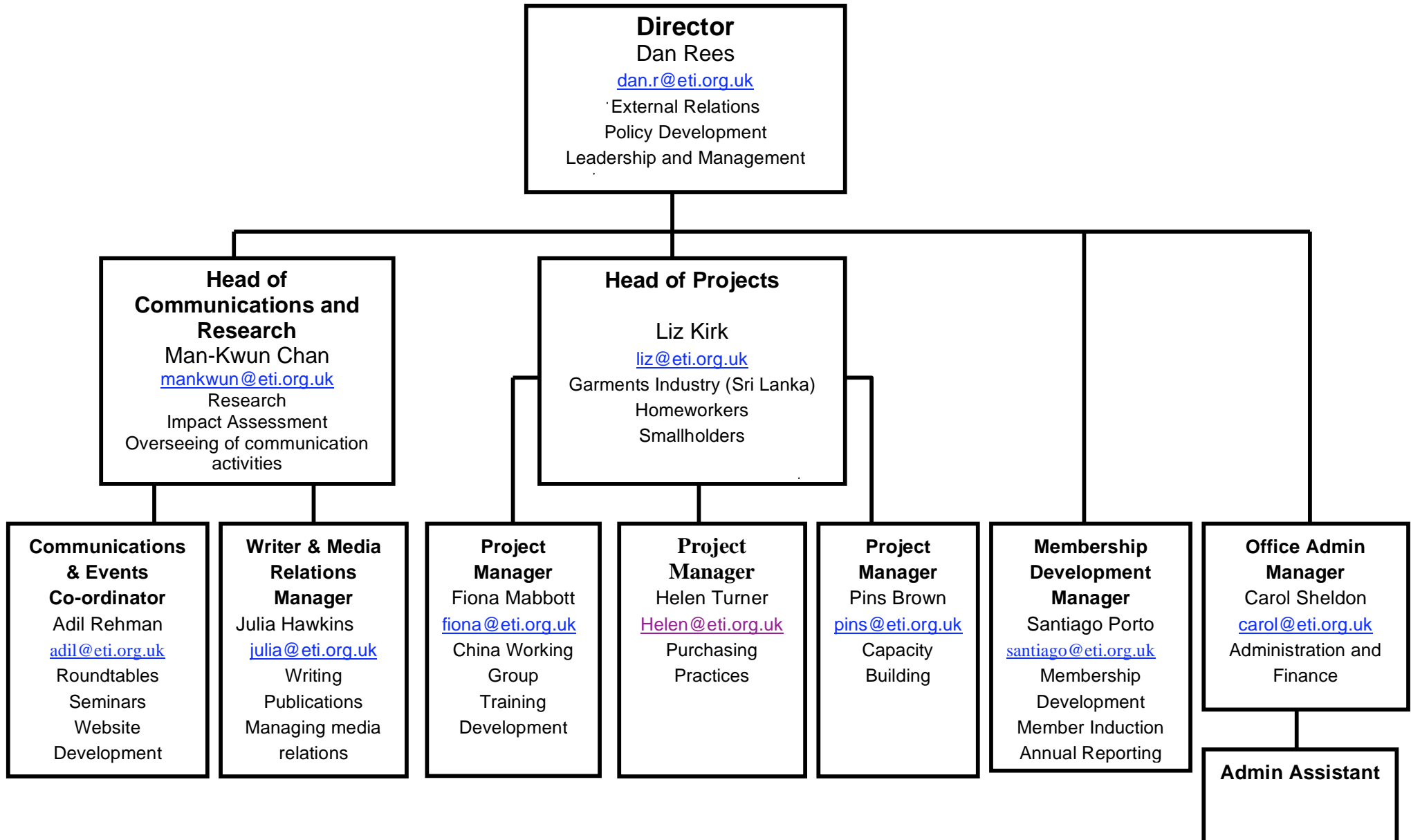
All applications will be short-listed based on the information provided in the application form. CVs cannot be accepted.

Shortlisted candidates will be informed by telephone and invited to attend for an interview. The interview panel will consist of Dan Rees, Director, and Carol Sheldon, Office Administration Manager. Candidates will have the opportunity of meeting the other members of the Secretariat team. Interviews for this post will be on **Monday, 14 November**.

If you have any comments, queries or need to contact ETI about your application or the selection process, please contact Carol Sheldon 0207 404 1463 or carol@eti.org.uk. Please quote reference number ETI/AA.

Candidates are encouraged to visit ETI's website (www.ethicaltrade.org) where much more detailed information about ETI is available. You can also download this pack and the application form.

Who's Who in the ETI Secretariat as at October 2005





Equal Opportunities Employment Policy Statement

The aim of the Equal Opportunities Employment Policy is to ensure that no job applicant or employee receives less favourable treatment on grounds of sex, race, colour, religion, disability, ethnic or national origin, age, sexual orientation, marital or parental status or social class, nor is disadvantaged by conditions or requirements which cannot be justified.

Ethical Trading Initiative will promote positive employment practices designed to eliminate discrimination, thereby ensuring adherence to the appropriate Acts of Parliament and Codes of Practice.

Policy Statement

1. All employees will be recruited, promoted, transferred and trained on the basis of ability, job requirement and fitness for the job, as defined in the Person Specification and Job Description.
2. Employees will not be dismissed or made redundant on the grounds of sex, race, colour, religion, disability, ethnic or national origins, age, sexual orientation, marital or parental status or social class.
3. Employees will not be discriminated against on any of the above grounds in performance appraisal and any performance review system introduced will reflect this Policy.
4. Employees will not be discriminated against on any of the above grounds in the affording of Terms of Employment or in the provision of benefits, facilities and services.
5. Employees will not be discriminated against on any of the above grounds in the operation of grievance disputes and disciplinary procedures.
6. Certain posts may carry genuine occupational qualifications. These will be

few, and the need for such a title will be reviewed whenever such a post falls vacant.

7. Ethical Trading Initiative will set up and maintain such records as are necessary to enable monitoring of the effectiveness of this policy. These records will be made available to any member of staff who wishes to view them.
8. A copy of Ethical Trading Initiative Policy will be given to all new employees and the induction training of new employees will include a reference to the Policy. Additionally, induction training will point out the employee's own responsibilities under the various Acts and the appropriate Codes of Practice.
9. Necessary training to ensure the effective implementation of this Policy will be carried out by Ethical Trading Initiative.
10. Any employee who considers that he or she is suffering from unequal treatment on the grounds of sex, disability, race, colour, ethnic or national origin, religion, age, sexual orientation, marital or parental status or social class may raise a complaint through Ethical Trading Initiative's agreed Grievance Procedure.
11. All recruitment advertising will clearly state that Ethical Trading Initiative is an Equal Opportunity employer.
12. This Policy will be reviewed in the light of changing legislation or guidance from appropriate bodies in conjunction with staff organisations throughout the established consultative machinery.

Policy Implementation

All staff have a responsibility for this Policy. The Office Administration Manager will have a monitoring responsibility.

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Equal Opportunities monitoring form

Confidential

Please complete in black ink or type and return with your completed application form

In accordance with its Equal Opportunities Policy Statement, Ethical Trading Initiative will select new employees on job-related criteria only, that is on the ability to meet the criteria of the job as outlined in the person specification.

The questions below will help Ethical Trading Initiative to monitor the effectiveness of its equal opportunities policy. The information which you supply on this page will be used for monitoring purposes and will not be used in the selection process. Please, therefore, complete all questions on both sides of this questionnaire by circling the appropriate response or entering the information requested.

Name

Post applied for.....

How did you hear about this post?

- a) Advertisement in newspaper?
Which Newspaper? (please specify)
 - b) Through Job Centre?
 - c) through an employment agency? (please specify)
 - d) From friend/relative/colleague?
 - e) Internal advert within Ethical Trading Initiative
 - f) Other
-

Age

Gender Male Female

Marital status: Single Married

Other (please specify)

Please indicate how you prefer to describe your ethnic origin.

Note: These are the categories recommended by the Commission for Racial Equality.

- a) Bangladeshi
- b) Black African
- c) Black Caribbean
- d) Black other (please specify)
- e) Chinese
- f) Indian
- g) Pakistani
- h) White
- i) Other (please specify)

*Do you consider yourself to be disabled? Yes No

Please state the nature of your disability:

*Ethical Trading Initiative encourages registration on the Department of Employment register but we do recognise that not all disabled applicants choose to do so. Our monitoring therefore covers all those who consider themselves disabled whether registered or not.
