

ethical  
trading  
initiative

## Membership & Training Development Manager

The Ethical Trading Initiative (ETI) is a unique alliance of companies, trade unions and non-governmental organisations dedicated to defining and promoting corporate responsibility for workers rights' in global supply chains.

This is an exciting opportunity to play a key role in a vibrant initiative that seeks to make a difference to the lives of poor workers around the world. We want a dynamic person to lead the growth of our corporate membership and develop our new training programme, adapting it for other countries. You will also oversee ETI's annual assessment of member companies' performance. We are looking for a confident communicator who has successfully worked with business to advance corporate responsibility. You have sound project management skills, a honed analytical mind and a track record of effective teamwork. You will need an understanding of what makes large companies tick, the current debates in ethical trade and a commitment to ETI's aims.

A starting salary of £35,313 is offered, plus pension contribution and 25 days holiday

**Closing Date Friday 21 April. Interview date 9 May**

Contact Carol Sheldon, ETI, Cromwell House, 14 Fulwood Place, London WC1V 6HZ  
[carol@eti.org.uk](mailto:carol@eti.org.uk) Tel: 020 7404 1463 for Recruitment Information Pack and application  
form or access from [www.ethicaltrade.org](http://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 type or write clearly in black ink.

## Personal details

Post applied for: <p style="text-align: center;"><b>Membership and Development Manager</b></p>	How did you learn about this vacancy? (If appropriate please give the name of the publication/website)						
Family name:  Forename(s):  Preferred title:							
Contact address    Email: Tel no home Tel no work	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Date of birth</td> <td style="width: 30%; text-align: center;">DD/MM/YY</td> <td style="width: 40%; text-align: right;">Age in years</td> </tr> <tr> <td></td> <td style="text-align: center;">___/___/___</td> <td style="text-align: right;">_____</td> </tr> </table> Do you need a work permit to take up employment in the UK? <p style="text-align: center;">Yes/No</p> If 'Yes', have you got / applied for a permit? <p style="text-align: center;">Yes/No</p>	Date of birth	DD/MM/YY	Age in years		___/___/___	_____
Date of birth	DD/MM/YY	Age in years					
	___/___/___	_____					

## 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.

<b>Education (secondary / higher)</b>		
School/college/university attended	Subject(s) studied and grades attained at GCSE, A Level and above	Dates (from - to)

<b>Professional or vocational training</b>		
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- 9 May 2006?

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 (including email):

Daytime telephone number:

Occupation:

In what capacity do you know him/her?

For how long have you known him/her?

Name:

Address (including email):

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 The Office Administration Manager, Ethical Trading Initiative, 2<sup>nd</sup> Floor, Cromwell House, 14 Fulwood Place, London WC1V 6HZ. Email: [carol@eti.org.uk](mailto:carol@eti.org.uk). Closing Date for Applications: 5pm Friday 21 April 2006



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## **Information pack for the post of Membership & Training Development Manager**

**March 2006**

**Ethical Trading Initiative**

Cromwell House  
14 Fulwood Place  
London WC1V 6HZ  
United Kingdom

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[eti@eti.org.uk](mailto:eti@eti.org.uk)

[www.ethicaltrade.org](http://www.ethicaltrade.org)

## What is the Ethical Trading Initiative?

The Ethical Trading Initiative (ETI) was established by corporate, trade union and NGO members in 1997 with strong support from the UK government (Department for International Development). ETI is a unique alliance and is widely regarded as the international field leader in promoting good corporate practice for workers' rights.

ETI believes that companies producing, supplying and selling goods for consumer markets should observe national and international labour laws. Its purpose is to identify and promote responsible corporate practice that will help make this a reality. ETI focuses on developing practical solutions to ethical trade that deliver concrete benefits for workers. Its tripartite membership of companies, trade unions and NGOs lends unique credibility to its work.

**Corporate members** include ASDA, Chiquita, Fyffes, Gap, Levi Strauss, Marks & Spencer, Monsoon, Mothercare, New Look, Next, the Pentland Group, Sainsbury's, Tesco, the Body Shop, Boots, the Co-operative Group and WH Smith.

**Non-governmental and trade union members** include Cafod, Christian Aid, Oxfam, Save the Children, Anti-Slavery International, the International Confederation of Free Trade Unions (ICFTU), the International Textile, Garment and Leather Workers' Federation (ITGLWF), the International Union of Food Workers (IUF) and the Trades Union Congress.

When corporate members join ETI they commit to adopting the **ETI Base Code** throughout their supply chains. Company members report annually to ETI on the progress they are making in implementing the Base Code. Their reports are a vital means of gathering intelligence on the progress of individual members and the membership as a whole, enabling ETI to identify key issues and trends over time. All members participate in ETI 'experimental projects' which provide a means for corporate, trade union and NGO members alike to learn together and to share that learning with others so they can incorporate the lessons into their own activities.

## What is the ETI 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.

## What are ETI's vision and aims?

ETI's vision is a world where all workers are free from exploitation and discrimination and work in conditions of freedom, security and equity.

ETI's aim is to assist workers throughout global supply chains to secure their fundamental rights by ensuring that they are treated in accordance with national and international labour laws and standards. We pursue this objective in three ways:

1. Measure and seek continuous improvement in the efforts of company members
2. Identify and promote good practice in how companies implement the ETI Base Code
3. Support initiatives that promote respect for workers' rights and improve working conditions

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.

## What Has ETI achieved?

- *Grown its corporate membership* from just a handful to 34 companies with leverage over more than 22,000 suppliers. Each year companies have reported increases in the number of actions their suppliers take to improve workers' conditions and in 2004, companies reported that their suppliers had made over 5,000 improvements – up from under 3,000 last year.
- *Developed practical tools for companies* to use when implementing their ethical trade strategies, including the ETI Workbook, a risk assessment toolkit, and guidelines for implementing the ETI Base Code with smallholders. All of these tools are developed by collaboration among companies, NGOs and trade unions through a process of learning what is good practice – and what works.
- *Established itself as a leading international authority* on the credible implementation of corporate codes of labour practice: ETI is consulted regularly by DFID, DPEI, the International Labour Organisation and other international organisations focused on labour standards and development issues.
- *Successfully lobbied for change in UK law.* ETI led and continues to lead the Temporary Labour Working Group (TLWG), a cross-industry alliance that campaigned for the introduction of statutory licensing for temporary labour providers. The Group is now working in close co-operation with the Gangmasters Licensing Authority to help labour providers prepare for licensing.
- *Supported the development of the Wine Industry Ethical Trade Association (WIETA)*, a South African multi-stakeholder organisation that seeks to inspect and improve labour conditions in the Western Cape wine industry;
- *Helped improve conditions for workers on Kenyan flower farms* by mediating between different stakeholders and helping to broker solutions to long-standing problems;
- *Developed a common code for the global textile industry* with multi-stakeholder code initiatives (Workers' Rights Consortium, the Fair Labour Association, the

Clean Clothes Campaign, the Fairwear Foundation and Social Accountability International). This is now being used in Bangladesh;

- *Commissioned the most comprehensive assessment of the impact of codes of labour practice to date.* Preliminary findings of the ETI Impact Assessment were shared for the first time at the ETI Biennial Conference in May 2005.

For more information about the work of the Ethical Trading Initiative visit [www.ethicaltrade.org.uk](http://www.ethicaltrade.org.uk)

## Job Description

<b>Job Title:</b>	Membership & Training Development Manager
<b>Reports to:</b>	ETI Director
<b>Responsible for:</b>	Consultants hired to carry out finite tasks.
<b>Purpose of job</b>	Recruit more corporate members, maximise the opportunities for all members to work together and provide training and other services that strengthen their capacity to implement the Base Code.

## Key Responsibilities

### 1 Problem Solving & Decision Making

- 1.1 *Implement ETI's corporate recruitment strategy.* Develop recruitment strategy with Director and Chair. Take responsibility for ensuring ETI's corporate membership growth targets are met and reporting on this to the Director, Chair, Board and membership. Maintain consistent and transparent membership application process. This will involve making presentations, organising and speaking at events in order to introduce ETI to new companies, preparing dossiers on applicants, guiding applicants through the recruitment process, and consulting the ETI Board and membership on potential members.
- 1.2 *Develop and manage ETI's annual reporting process.* Lead responsibility for reviewing and improving ETI's corporate annual reporting framework in consultation with a membership working group. Ensure that each corporate member's annual report is assessed and appraised to a consistent standard, and that members receive feedback on their progress. This involves appointing and overseeing consultants to ensure preparation of a detailed analysis of corporate members' reports and a summary analysis for discussion by the ETI Board and ETI members. Each year you will ensure that corporate members set performance targets that are reviewed the following year.

### 2 Communication and Information

- 2.1 *Develop and manage ETI's training programme.* You will be ETI's principal liaison point with our training partner. Managing ETI's partnership with the Co-operative College (see 3.3 below) you will ensure members' needs and ETI's objectives are fully met through the effective delivery, review and development of ETI's training in the UK and overseas. Develop an annual programme for training activities that reflects members' needs and market demands and provide colleagues with the relevant information in order to market training courses. You will consult a membership working group when reviewing and developing training courses.

- 2.2 *Champion ETI corporate members' needs.* You will identify corporate members' needs and work with colleagues to devise activities that meet them and communicate their experiences. You will brief all new members on how to engage within ETI and to maximise benefits from our programme of activities. This will involve co-ordinating the input of other colleagues as necessary. You will ensure each corporate member is offered an annual review meeting with ETI.
- 2.3 *Maximise the effectiveness of membership meetings.* Working with the Chairs of the quarterly corporate Food and General Merchandise Groups, you will ensure these meetings add value for the members and are administered efficiently. Co-ordinate Secretariat attendance at these meetings and liaise with ETI's Trade Union and NGO Membership co-ordinators to ensure effective collaboration on issues of common interest. Organise other events for members including forums for members to evaluate the results of the corporate annual reports.
- 2.4 *Document and maintain information and analysis relating to ETI members and the industries that they operate in.* Ensure all members are kept informed about changes in ETI membership.
- 2.5 *Represent ETI at public meetings and events* in order to communicate ETI's purpose, progress and strategy.

### **3 Resource Management**

- 3.1 *Manage all aspects of ETI's relationship with its training partner.* Lead responsibility for ensuring the effectiveness of the partnership as defined in the partnership agreement. Ensure that partners and colleagues are aware of their mutual requirements in order to develop and deliver the training programme. Working with our partners you will develop an annual business plan forecasting income and expenditure and ensure these budgets are monitored and met.
- 3.2 *Liaise with Trade Union Membership and NGO Membership Co-ordinators.* These posts are held by senior professionals recruited from trade union and NGO backgrounds on a part-time basis (a day a week). Your role is to ensure effective co-ordination of activities designed to support the membership and maximise the opportunities for collaboration between ETI's tripartite membership.
- 3.3 *Manage membership working groups as required.* All areas of ETI's work are developed in close consultation with its membership and you will be responsible for convening groups of members to inform the review and development of ETI's training and the corporate annual reporting framework. Other groups may be convened for other activities that you manage.
- 3.4 *Recruit and manage consultants* to carry out specific tasks that relate to the development and delivery of the above for example analysis of the corporate annual reports.
- 3.5 *Agree annual budget* with Director and monitor expenditure.

## Person Specification: Membership &amp; Training Development Manager

SKILL & EXPERIENCE	ESSENTIAL	DESIRABLE
	Worked within or with a business in order to advance corporate responsibility issues.	Experience in the manufacturing or retail sectors or of championing better labour practices with a trade union or NGO.
Exceptional oral communicator. A proven ability to “sell” ideas to different audiences, confident at speaking to small or large groups.	Languages other than English an advantage.	
Good written communications skills – e.g. report writing and minute taking.		
Strong analytical skills – e.g. ability to identify risks in project plans or resolve problems that arise in project delivery.	Experience of analysing data to determine trends (e.g. in company performance).	
Demonstrable success managing projects from initiation to completion.	Managing projects involving diverse groups of stakeholders.	
Proven ability to deliver results through teamwork.		
A flair for organising people and events. e.g. training, seminars or committees	A background in training an advantage – e.g. experience of delivering training, writing materials, conducting training needs analysis.	
Efficient in all aspects of administration including budgeting. Proven ability to work to deadlines.		
Experience of organising work of self and others.		
Computer literate, able to type.	Word, Excel, Pegasus	
PERSONAL QUALITIES		
Highly motivated by ETI's vision and aims.		
Flexible enough to take on the ideas of others.		
Sufficient assertiveness to pursue members to ensure agreed progress is achieved with projects.		
Capacity for innovation, problem- solving and getting things done.		
Positive, service orientated and helpful inter-personal communication style.	Can work some evenings and weekends and travel overseas occasionally	
KNOWLEDGE		
Sophisticated understanding of the priorities and decision-making processes within large businesses.	Understanding the priorities and decision-making processes of the trade union movement and of non-government organisations.	
International Labour Standards and related development issues.	Framework for setting and supervising international labour standards and of the trade union movement.	
Current debates about corporate codes of labour practice.		
University degree or equivalent.		

### **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**

A salary of £35,313 per annum is offered.

### **Holidays**

25 days paid holiday per year (pro rata) 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](mailto:carol@eti.org.uk)), ETI Secretariat, 2<sup>nd</sup> Floor, Cromwell House, 14 Fulwood Place, London, WC1V 6HZ before **5.00pm on Friday, 21 April**.

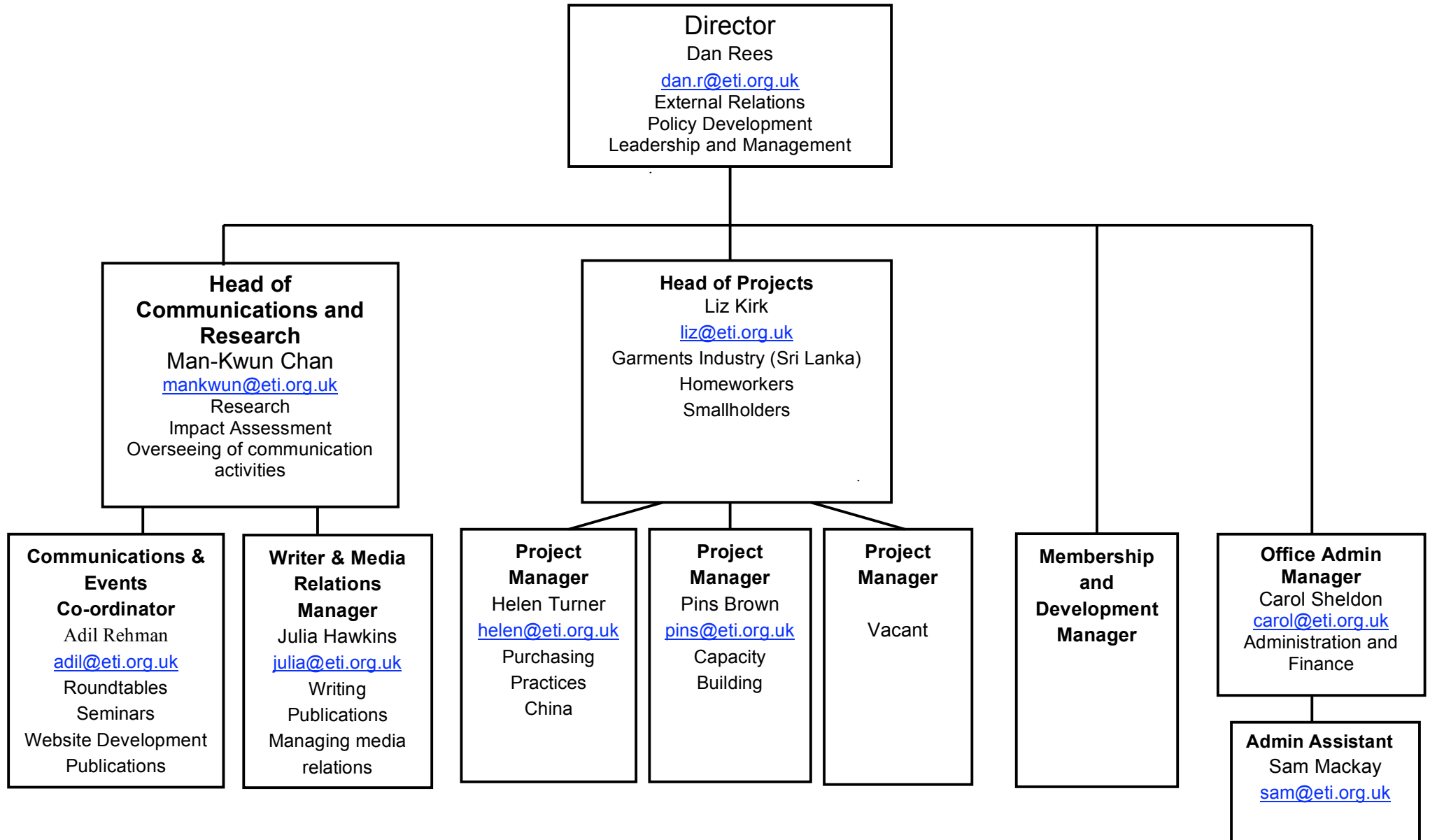
All applications will be shortlisted based on the information provided in the application form. CVs will not be accepted.

Shortlisted candidates will be informed by telephone and asked to an assessment day. The assessment will consist of a panel interview, an individual interview and activity-based exercises. Interviews for this post will be held on 9 May 2006.

If you have any comments, queries or need to contact ETI about your application or the selection process, please contact Carol Sheldon on 00 44 (0) 207 404 1463, fax 00 44 (0) 207 831 7852 or [carol@eti.org.uk](mailto:carol@eti.org.uk).

Candidates are encouraged to visit ETI's website [www.ethicaltrade.org](http://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 March 2006**





## **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.

# Ethical Trading Initiative

## 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, The 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 The 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)

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\*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.