

ethical
trading
initiative

Deputy Director

Leading corporate engagement and recruitment

The Ethical Trading Initiative is an alliance of companies, trade union and non-governmental organisations working together to identify and promote good practice in the credible implementation of corporate codes of conduct. We are an international field leader in promoting corporate responsibility for labour rights.

We want an outstanding person to assist the current Director of ETI and play the senior leadership role in our relations with corporate members. With a background in working with companies on social responsibility issues, you will develop and drive a strategy to recruit new members and lead our annual assessment of corporate members' performance. Championing corporate members' needs, you will work with colleagues to devise activities that meet them. In addition to deputising for the Director, the role includes a portfolio of responsibilities including building strategic relationships, policy development and ETI's human resource and administration functions.

You will need at least five years' experience of working with the private sector on corporate responsibility issues, exceptional communication skills, a proven ability to deliver results through teamwork, experience of analysing corporate performance and a strong understanding of current debates about corporate codes of labour practice.

A starting salary in the range of £44-50,000 is offered plus pension contribution and 25 days holiday.

Closing Date Friday 4 August.

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: <p style="text-align: center;">Deputy Director</p>	How did you learn about this vacancy? (If appropriate please give the name of the publication)						
Family name: Forename(s): Preferred title:							
Contact address Postcode 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.

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? To be confirmed, but likely to be early September.

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 by 5pm Friday 4 August 2006.



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Information pack For the post of Deputy Director

July 2006

Ethical Trading Initiative
Cromwell House
14 Fulwood Place
London WC1V 6HZ
United Kingdom

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www.ethicaltrade.org

What Is The Ethical Trading Initiative?

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

Job Title:	Deputy Director
Reports to:	ETI Director
Responsible for:	Office Administration Manager
Purpose of job	Assist the Director of ETI in ensuring appropriate policy, procedures and resources are in place to maximise ETI's effectiveness, playing the senior leadership role in developing relationships with corporate members.

Key Responsibilities

1 Problem Solving & Decision Making

- 1.1 **Deputise for the Director of ETI.** This involves preparing for and attending ETI Board Meetings in the absence of the Director and supporting the director in developing strategic relationships, policy initiatives and procedures for ETI in consultation with the Board and membership.
- 1.2 **Develop and implement ETI's corporate recruitment strategy.** Responsible for ensuring ETI's corporate membership growth targets are met and reporting on this to the 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 informing the ETI Board and membership on potential members.
- 1.3 **Develop and manage ETI's annual reporting process.** Ensure corporate annual reporting process is reviewed annually 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.
- 1.4 **Develop and implement ETI's supplier complaints procedure.** Resolution of complaints about supplier's labour practices is an important service ETI offers its members. You will develop the existing complaints procedure and ensure it is implemented when complaints arise. This involves engaging with companies and their stakeholders to ensure that problems are identified and facilitating dialogue between members to ensure joint remedial actions are implemented.

- 1.5 **Membership Disciplinary Procedure.** Working closely with the Director, lead on the initial stages of guiding members through the initial stages of the procedure to enforce membership obligations.

2 **Communications and Information**

- 2.1 **Champion ETI's corporate members' needs.** You stay in close contact with corporate members, identifying their needs and work with colleagues to devise activities that meet them. You will brief all new members on how to engage within ETI and to maximise the 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.
- 2.2 **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 fora for members to evaluate the results of the corporate annual reports.
- 2.4 **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.
- 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 meetings with members and external meetings and conferences as appropriate.

3 **Resource Management**

- 3.1 **Human Resource Management.** Lead responsibility for developing and monitoring the implementing ETI's Human Resource policies ensuring compliance with UK law and sector practice. You will convene the ETI Secretariat's Senior Management Team, organising the agenda and business and organise a programme to meet secretariat staff development needs. The Office Administration Manager will work closely with you to achieve these objectives.
- 3.2 **Office Administration and IT.** You will have line management responsibility for the Office Administration Manager, overseeing the office administration function ensuring that ETI's financial, administrative and IT systems are both cost effective and fit for purpose.

- 3.3 **Management of ETI's annual budget round.** Co-ordinate annual budget setting process. Conduct ETI's annual mid-term budget review and adjust budgets accordingly.
- 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 budget lines** for own areas of responsibility with Director and monitor expenditure.

Person Specification

SKILL & EXPERIENCE	ESSENTIAL	DESIRABLE
	Worked within or with a business in order to advance corporate responsibility issues for five years.	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
	Excellent written communications skills – ,eg, report-writing and minute taking	
	Strong analytical skills – e.g. ability to identify risks in plans or resolve problems that arise in project delivery	Experience of analysing data to determine trends (eg, in company performance)
	Demonstrable success managing projects involving diverse groups of stakeholders from initiation to completion	
	Proven ability to deliver results through teamwork	
	Sound judgement, eg, to take appropriate decisions in complex political situation or when members needs differ	
	Efficient in all aspects of administration including managing budgeting processes.	
	Proven ability to work to deadlines	
	Experience of managing others	Responsibility for personnel policies in the workplace
	Developed organisational procedures to handle complaints	
	Computer literate, can type	Word4Windows, 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	
	Credibility to deal with all ETI’s stakeholders	
	Diplomatic, can handle sensitive issues in confidence with both members and staff	
	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	knowledge of international voluntary labour standards

		initiatives
	University degree or equivalent	

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 £44,000-£50,000.

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 Friday 4 August**.

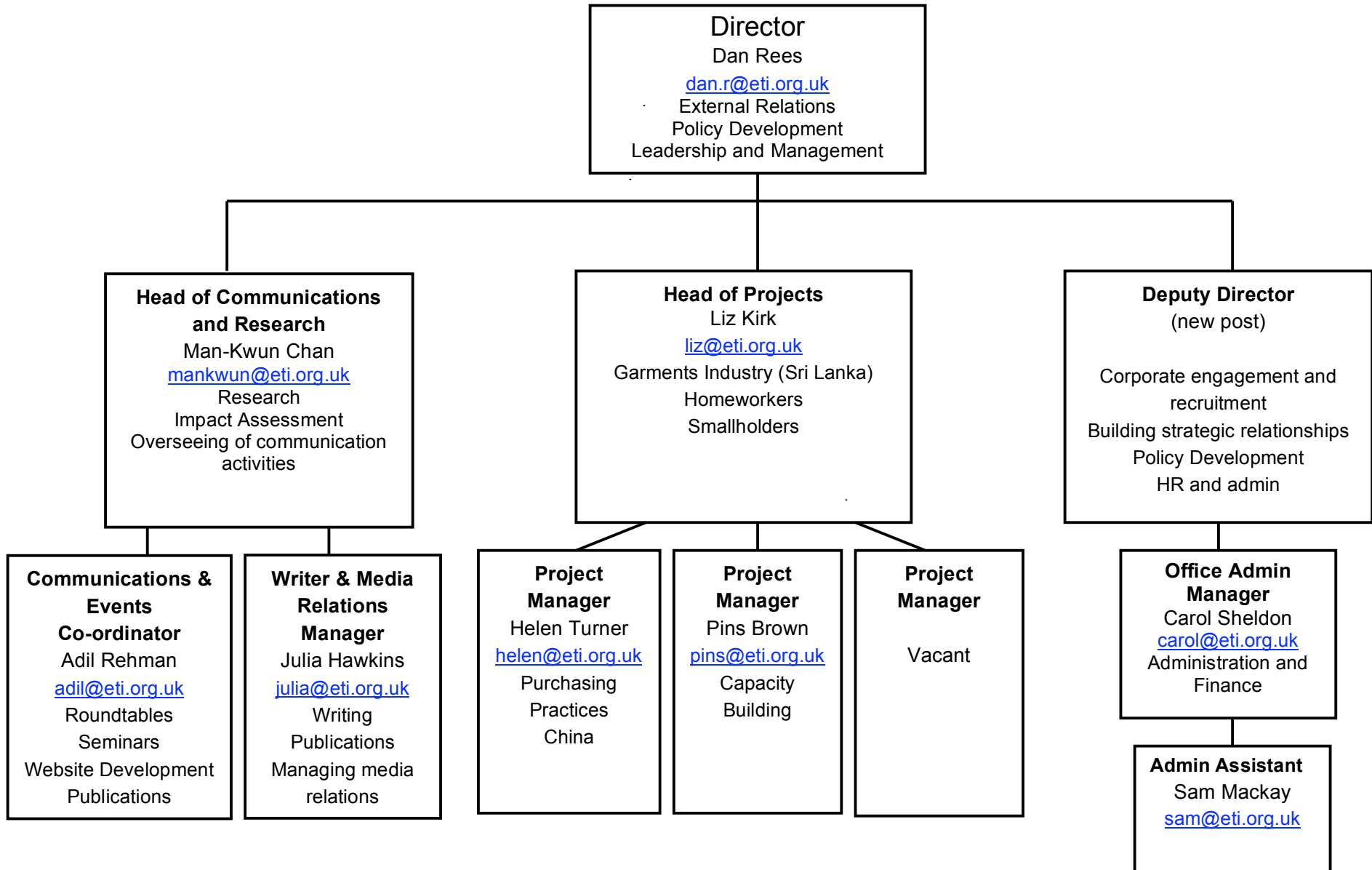
All applications will be short-listed based on the information provided in the application form. CVs cannot be accepted.

Shortlisted candidates will be informed by telephone and invited to attend for an interview. Candidates will have the opportunity of meeting the other members of the Secretariat team. Interviews for this post will be held in early September.

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/DD.

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 July 2006





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Equal Opportunities Employment Policy Statement

October 2005

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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.

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.

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. The 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 The 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 The 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 The Ethical Trading Initiative's agreed Grievance Procedure.
11. All recruitment advertising will clearly state that The 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 Director of the Secretariat 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) Via ETI web-site
- g) 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.