

ethical  
trading  
initiative

## **ARE YOU INTERESTED IN ETHICAL TRADE?**

We are looking for an exceptional candidate to join our growing Secretariat.

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 that are based on international labour standards.

### **Project Manager**

As a Project Manager you will be a key member of the team charged with moving ETI's new strategy forward in exciting new directions which include development of training programmes in ethical trade and promoting multi-stakeholder alliances. You will manage projects designed to identify good practice in the implementation of corporate codes of conduct and build capacity to deliver them. You will develop, co-ordinate and administer projects involving organisations with diverse agendas in the UK and overseas, to ensure lessons are documented and shared. Strong project management experience with diverse stakeholder groups, excellent communication and administration skills, and an understanding of current debates about corporate codes of labour practice, are all required.

A starting salary of £35,314 is offered, plus pension contribution and 25 days holiday

**Closing Date: Friday 18 August. Interview date: early September**

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>PROJECT 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%;">DD/MM/YY</td> <td style="width: 40%;">Age in years</td> </tr> <tr> <td></td> <td style="text-align: center;">___/___/___</td> <td style="text-align: center;">_____</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.

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).

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Are you available at the time interviews have been scheduled- early September  Yes/No	If offered this appointment when would you be free to start?
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**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?
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**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 18 August



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## **Information pack For the post of Project Manager**

**July 2006**

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

**t** +44 (0) 20 7404 1463  
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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

<b>Job Title:</b>	<b>Project Manager</b>
<b>Responsible to:</b>	<b>Head of Projects</b>
<b>Responsible for:</b>	<b>Project Co-ordinators hired on a consultancy basis</b>
<b>Purpose of job:</b>	<b>To support and develop ETI's work of identifying and sharing good practice in the implementation of corporate codes of labour practice, by managing experimental projects.</b>

### Key Responsibilities

- 1. Problem Solving and Decision Making**
  - 1.1 Responsibility for managing projects.** Working closely with ETI members and the existing staff team, you will take responsibility for co-ordinating and developing specific projects for the ETI. This involves developing a critical path of activities to enable members to make their contribution to reaching the project milestones on time and within budget. ETI places emphasis on building consensus from the different priorities of our tripartite membership and you will ensure each project creates such opportunities. You will provide full administrative support for the projects for which you are directly responsible, including liaison with project chair's to set agendas, convene meetings, prepare documents, circulate minutes and provide progress reports to ETI's membership and board.
  - 1.2 Responsibility for developing new projects.** Together with other ETI staff, you will be responsible for developing new projects. This will involve researching issues, ensuring learning needs are clearly defined and preparing project proposals for agreement within ETI.
  - 1.3 Predicting risks and trouble-shooting problems** that may delay progress on or present other risks to ETI or its members on the projects that you manage.
- 2. Resource Management**
  - 2.1 Recruit and manage project co-ordinators or consultants to work on individual projects where necessary.** Many projects require ETI to develop working relationships with suppliers, trade unions and NGOs in other

countries and local Project Co-ordinators may be employed to enable their full participation. You will manage these post-holders. This may involve recruitment of personnel, negotiating work plans and budgets and ensuring effective communication. Other projects may require management of consultants based in the UK. You will also be responsible for managing ETI's relationships with other organisations that engage in projects for which you are responsible.

- 2.2 **Managing budgets for specific projects.** This involves developing, monitoring and reporting on project budgets to ensure members are able to make their contribution to reaching the project milestones on time and within budget

### **3 Communication and Information**

- 3.1 **Ensuring that all learning is documented and shared.** You will ensure the lessons generated as a result of the projects you manage are documented and together with other staff you will be responsible for devising and delivering appropriate ways to share best practice. You will ensure regular updates of progress and issues arising from the project programme are made available to internal and external audiences and inquirers. This will include contributing to electronic and paper publications, training, conferences and seminars. You will be required to maintain open and accessible information storage systems and will occasionally be called on to support the work of others.
- 3.2 **Representing the Secretariat at caucus meetings.** The three different ETI membership groups meet regularly to discuss developments and policy issues. You will be expected to attend such meetings, report progress and listen to members' views.
- 3.3 **Representing the ETI at external fora.** All Secretariat members are expected to represent ETI in direct response to inquiries from the public, at events and in other public communications.

## Person Specification

Skills & Experience	ESSENTIAL	Desirable
	Experienced in all aspects of project management and has managed projects involving a diverse group of clients or stakeholders	Has managed projects involving stakeholders in other countries.
		Experience of training or developing the capacity of organisations/institutions
	Ability to work in a team and take responsibility for group decisions.	Experience of organising work of others
	Efficient in all aspects of administration and has a flair for organising people and events	
	Exceptional oral and written communication skills	Report-writing, minute taking and public speaking
	Computer literate	Word4Windows, Excel, Pegasus
	Can work to tight deadlines	
		Experience of manufacturing or retail supply chain management or of championing better labour practices with a trade union or NGO.
		Languages other than English an advantage
Qualities		
	Positive, service orientated, helpful and diplomatic inter-personal communication style. A problem solver	
	Flexible enough to take on the ideas of others, adapt their own way of working and open to learning	
	Sufficient assertiveness to pursue members to ensure agreed progress is achieved with pilot projects – including influencing and negotiation skills	
	Capacity for innovation, practical project formulation and getting things done	
	Highly motivated by ETI's vision and aims	
	Can work some evenings and weekends	
	Can travel overseas	
Knowledge		
	International Labour Standards and related development issues	Framework for setting and supervising international labour standards and of the trade union movement
	Current debates on monitoring and verification of corporate codes of labour practice	

# 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**

A salary of £35,314 is offered.

## **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 2<sup>nd</sup> Floor, 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 **9.00am on Friday 18 August 2006**.

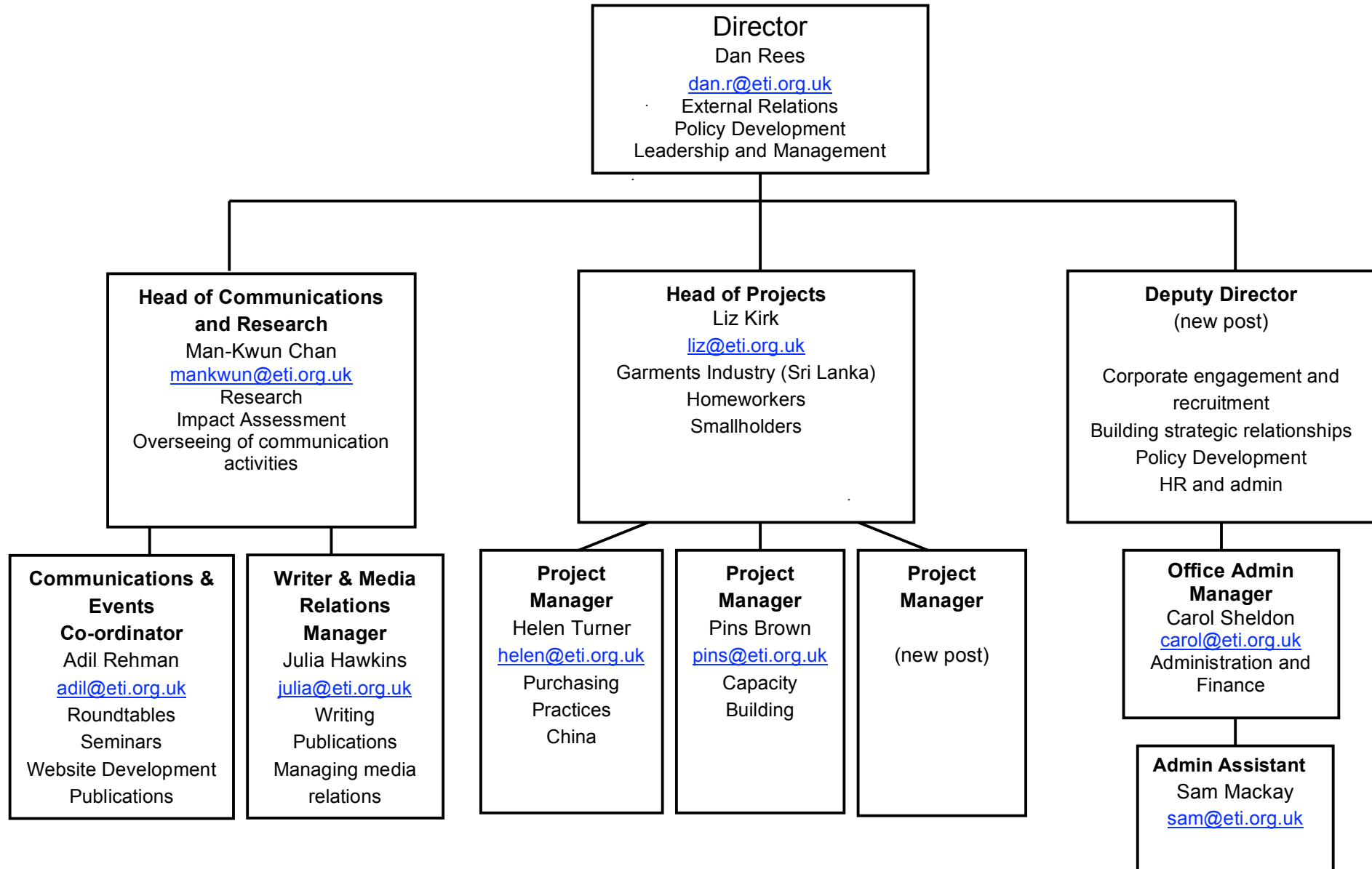
All applications will be short-listed based on the information provided in the application form. CVs cannot be accepted.

Shortlisted candidates will be informed by telephone and 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 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 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 July 2006**





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# Equal Opportunities Employment Policy Statement

October 2004

**Ethical Trading Initiative**  
Cromwell House  
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London WC1V 6HZ  
United Kingdom

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www.ethicaltrade.org

## 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 it's 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 it's 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.