



**Project Manager
(Permanent) and Part-
time Project Manager
(Maternity Cover)**

ethical
trading
initiative

ARE YOU INTERESTED IN ETHICAL TRADE?

We are looking for two exceptional candidates to join our growing Secretariat. The Ethical Trading Initiative is an alliance of companies, trade unions 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 CHINA PROJECT PORTFOLIO
(ideally starting July 2007)**

As a Project Manager you will be a key member of the team charged with moving ETI's China project work in exciting new directions. 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 and 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, all required. Previous experience engaging with Chinese stakeholders is desirable.

A salary of £36,479 plus benefits and 25 days holiday per year.
Closing date 5pm Monday 11 June. Interviews 19 June.

**PART-TIME PROJECT MANAGER SUPERVISOR TRAINING PROJECT
– MATERNITY COVER –
(Initial 9 months minimum, ideally starting July 2007. 2.5 days a week)**

We are looking for an exceptional candidate to join our growing Secretariat to provide maternity cover for our site supervisor training project, and to input to the development of our other training programmes. The Ethical Trading Initiative is a unique alliance of companies, trade unions 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.

As a Project Manager you bring strong project management experience with diverse stakeholder groups, excellent communication and administration skills, and understanding of current debates about corporate codes of labour practice.

Ideally, you will also bring training development expertise and experience working with organisations overseas. You will develop, co-ordinate and administer projects involving organisations with diverse agendas in the UK and overseas and ensure lessons are documented and shared.

A salary of £36,479 plus benefits and 25 days holiday per year, pro-rata.

Closing date 5pm Monday 11 June. Interviews Wed 27 June 07.

Access Recruitment Information Pack and Application form at www.ethicaltrade.org or contact Carol Sheldon, ETI, 2nd Floor, Cromwell House, 14 Fulwood Place, London WC1V 6HZ carol@eti.org.uk 0207 404 1463



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/T PROJECT MANAGER – MATERNITY COVER – 2.5 days per week.	How did you learn about this vacancy? (If appropriate please give the name of the publication/website)
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Family name: Forename(s): Preferred title:	
--	--

Contact address: Email: 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
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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 **but restrict to two pages max**).

Are you available at the time interviews have been scheduled- 27 June 2007 (full day 9- 5.30)?

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, 2nd Floor, Cromwell House, 14 Fulwood Place, London WC1V 6HZ. Email: carol@eti.org.uk. Closing Date for Applications: 5pm Monday 11 Jun 2007.



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Information pack For the post of Part-time Project Manager - (Maternity Cover)

May 2007

Ethical Trading Initiative
Cromwell House
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United Kingdom

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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

Job Title:	Part time Project Manager (2.5 days per week) – Maternity Cover
Responsible to:	Head of Projects
Responsible for:	Overseas staff hired on a consultancy basis
Purpose of job:	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 focusing on supervisor training overseas.

Key Responsibilities

1. **Problem Solving and Decision Making**
 - 1.1 **Responsibility for managing projects.** Working closely with ETI members, you will take responsibility for co-ordinating and developing the project portfolio for ETI, with particular responsibility for developing training materials for site supervisors overseas. The supervisor training project requires the postholder to develop high quality working relationships with UK project group members: ETI retailers, suppliers, trade union and NGOs in the UK, as well as with partners engaged in development of training materials overseas. You will manage a tripartite group in the UK, enabling UK 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 your project creates such opportunities. You will provide full administrative support for the project, including liaison with project chairs to set agendas, convene meetings, prepare documents, circulate minutes and provide progress reports to ETI’s membership and board.
 - 1.2 **Providing inputs to other projects.** You will also be requested to provide inputs to the development of training materials on other projects, dependent on workload. Capacity and workload permitting, you may also be requested to take on management elements of other ETI project work, as the portfolio grows.
 - 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 **Manage relationship with local partners overseas.** Management of the relationship with local project partners involved in the production of supervisor training materials is a key part of the job. This involves ensuring effective communication, including the capacity to regularly elicit information on project progress from overseas, and negotiating work plans and budgets. You may also be required to recruit and manage external consultants required to progress project aims. You will also be responsible for managing ETI's relationships with other non-member 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.

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 may 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 enquiries from the public, at events and in other public communications.

Person Specification

	ESSENTIAL	Desirable
Skills & Experience	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 manufacturing or retail supply chain management or of championing better labour practices with a trade union or NGO.
	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	Experience of organising, developing and/or delivering training (eg training needs analysis, developing courses) or of managing a project that has designed training materials.
	Exceptional oral and written communication skills	Report-writing, minute taking and public speaking
	Computer literate	Word4Windows, Excel, Outlook
	Can work to tight deadlines	
		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 codes of conduct and ethical trade eg, capacity building, monitoring and verification etc.	

Terms and Conditions of Employment

Background

In order to have adequate hand-over, we are ideally looking for someone to start in mid July 07. The current cover is being offered part-time (2.5 days per week) for a minimum period of 9 months.

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 £36,479 is offered pro-rata (+ a cost of living increase to be decided July 07).

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. 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 2.5-day working week of 19 hours excluding lunch breaks. There is flexibility offered to the successful candidate about when these hours are worked, but they should fall between the office hours of 9.00 until 6.00pm, Monday - Friday, and availability for team meetings, held 10am on Mondays is preferred. In addition, a small amount of foreign travel may be required during the contract period, in which case some flexibility around hours of work would be required.

Location

Your place of employment will be 2nd 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), ETI Secretariat, 2nd Floor, Cromwell House, 14 Fulwood Place, London, WC1V 6HZ before **5.00pm on 11th June 2007**.

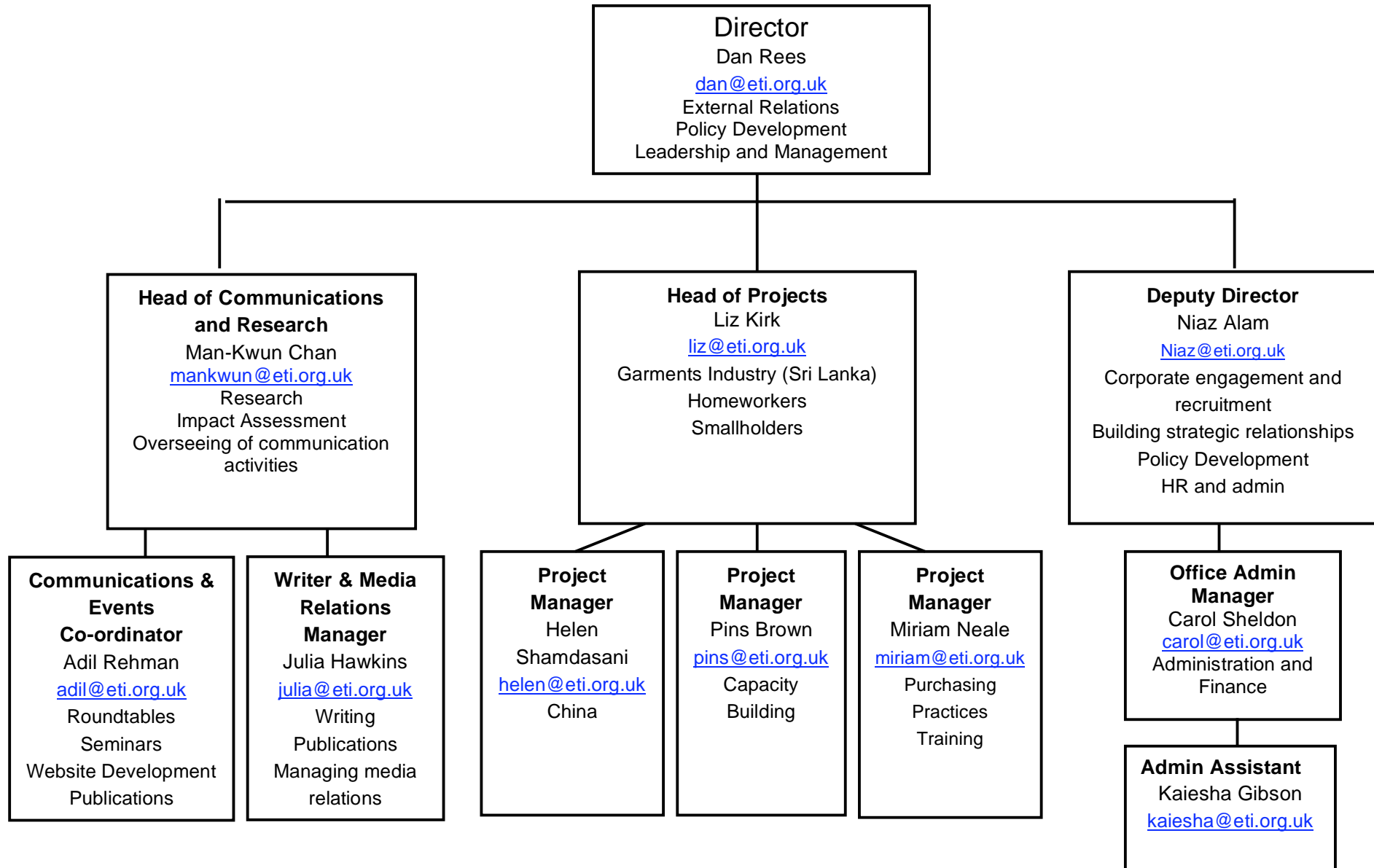
All applications will be short-listed based on the information provided in the application form. CVs cannot be accepted.

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. Assessment for this post will be held at ETI's offices in London on **27 June 2007**. **Short-listed candidates will be required for the full day.**

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.

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 at May 07





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Equal Opportunities Employment Policy Statement

October 2004

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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 Manager 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)

*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.