



Are you concerned about poor working conditions in global supply chains?

COMMUNICATIONS CO-ORDINATOR

– (Full-time post, £32,720 plus benefits) –

The Ethical Trading Initiative (ETI) is a unique alliance of companies, trade unions and non-governmental organisations set up to improve the lives of workers and their families in global supply chains. We are seeking to recruit a competent and committed individual to maintain and produce a range of ETI communications products and services. The successful candidate will work alongside 3 colleagues in the Communications Team to help ensure that our growing ethical trade know-how is communicated as effectively as possible to companies and others who can make a difference to workers' lives.

The successful candidate will have very good all-round IT skills, with a good knowledge of web-based technologies including Content Management Systems (CMS), as well as experience of managing publications production processes and organising learning events. He/she will be highly organised and able to develop and manage their own work programme, while at the same time being a strong team player with good interpersonal skills. He/she will also be committed to promoting workers' rights internationally.

Closing date for applications: 9am, Thursday 15th May 2008.

Interviews scheduled: Tuesday 3rd June 2008.

Application forms and a full recruitment information pack are available from www.ethicaltrade.org or from Kaiesha Gibson, ETI, 2nd Floor, Cromwell House, 14 Fulwood Place, London WC1V 6HZ

email: kaiesha@eti.org.uk; tel. (020) 7841 5180



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: Communications Co-ordinator	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:	Do you need a work permit to take up employment in the UK? Yes/No
Tel no home	If 'Yes', have you got / applied for a permit?
Tel no work	Yes/No

Health

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

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

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

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

Education (secondary / higher)

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

Professional or vocational training

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

Other skills

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

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

Employment history

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

Name and address of employer

Position held

Salary on leaving

Date of employment (MM / YY) from

to

Duties and responsibilities:

Reason for leaving / wishing to leave:

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

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

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

If offered this appointment how soon after the interview date 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 Kaiesha Gibson, Ethical Trading Initiative, Cromwell House, 14 Fulwood Place, London WC1V 6HZ. Email: kaiesha@eti.org.uk. Closing Date for Applications: 9:00am on Thursday 15 May 2008



ethical
trading
initiative

Information pack For the post of Communications Co-ordinator (Permanent)

April 2008

Ethical Trading Initiative
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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:** Communications Co-ordinator
- Responsible to:** Head of Communications and Research
- Responsible for:** Hiring and managing external contractors (including, e.g., designers, printers, proofreaders, illustrators).
- Purpose of job:** To maintain and produce a range of ETI communications products and services, and provide technical (IT) and logistical support to the rest of the Communications Team.

Overview of the Job

The Communications Co-ordinator will be a core member of the ETI Communications Team (see below). As part of this small but dynamic team, the post holder will help produce and maintain a variety of key communications products and services designed to promote ethical trade and ETI to our key target audiences. The post holder will specifically be responsible for:

- Maintaining and updating the ETI website, under the guidance of the Media Relations and Communications Manager
- Managing the production and translation of core ETI publications
- Laying out minor revisions and additions to ETI publications using professional design packages
- Organising logistics for ETI learning events
- Responding to information enquiries and requests
- Assisting with promoting ETI's publications and resources
- Providing advice and support to other members of the Communications Team on IT, web and new media-related issues.

Job Context

About the ETI Communications Team

The ETI Communications Team consists of three full-time and two part-time staff, and fulfils the following pivotal roles within the ETI Secretariat:

- General promotion of ETI and our publications, resources and services, including production/management of general publicity materials such as the ETI website, ETI annual reports and the ETI Update (a quarterly newsletter for ETI members);
- Managing ETI's media relations, including both proactive and reactive media activities;

- Developing and producing generic ethical trade awareness-raising tools (e.g., posters, videos, fact sheets, presentation slides) and guidance documents (e.g., the ETI Workbook – an ethical trade manual for retailers, and issue-specific briefing papers);
- Organising ethical trade events (e.g., international conferences, seminars);
- Ensuring that all ETI communications meet our high quality standards;
- Managing the production of publications and resources generated by other parts of the Secretariat, including in particular the ETI Projects Team.

Key Responsibilities

1. Communication and Information

1.1 Maintain and update the ETI website

The Communications Co-ordinator will be responsible for maintaining and updating the ETI website, under the guidance of the Media Relations and Communications Manager who has overall editorial responsibility for the website content.

Specifically, the postholder will be responsible for:

- Updating existing information and adding new material to the website as required, using the eZ publish Content Management System (CMS) on which the ETI website is run.
- Developing and maintaining an efficient internal system for ensuring that website content is regularly checked and updated
- Sourcing and managing external technical website support as needed, including liaising with our service contract support provider.

1.2 Manage the production and translation of core ETI publications

The postholder will manage the production of core ETI publications that have been written and developed by other members of the Communications Team. For each publication, this will involve:

- Advising colleagues on design and production options
- Helping to draw up an appropriate budget, and ensuring adherence to this budget once it has been agreed
- Drawing up a production schedule, and ensuring adherence to this schedule
- Identifying external specialist input required – e.g., design, copy editing, translation, proofreading, printing
- Signing up and managing external contractors (e.g., designers, printers, translators), including identifying suitable candidates, obtaining quotes, negotiating and arranging contracts and managing their inputs.
- Throughout the publication process, liaising closely with the relevant Communications Team member, external contractors and, if relevant, other ETI staff, in order to ensure completion of the publication to a high standard and in line with ETI publication and communication guidelines.

The postholder will also be responsible for maintaining and updating ETI's database of designers, printers and other external publishing contractors.

1.3 Laying out minor additions and revisions to ETI publications

From time to time, ETI needs to update and make minor revisions to existing publications that have been designed in professional design packages, e.g., Quark, InDesign. The post holder will be expected to make such amendments to publications using the relevant design packages. Training in using these packages will be provided by ETI if necessary. Note that the post holder is not expected to handle any complex changes or new designs – such jobs will be contracted out to professional designers.

1.4 Organise logistics for ETI learning events

The postholder will be responsible for organising the logistics of ETI events, under the guidance of the Head of Communications and Research who will maintain responsibility for developing the content and format of each event. Specifically, this will include:

- Helping draw up budgets for events, and ensuring adherence to budgets once they have been set
- Identifying and arranging venues, refreshments and all equipment and materials needed for the event
- Helping to draw up a detailed programme for the event
- Helping to identify, sign up and brief speakers and contributors to the event
- Promoting the event to target audiences, and ensuring that the target number and type of participants attend the event.

1.5 Respond to information enquiries and requests

ETI receives a significant number of general enquiries and information requests about ethical trade, both from members and non-members. The Communications Co-ordinator will be the first port of call for all non-media enquiries, and will be responsible for responding to such enquiries or forwarding enquiries to other colleagues as relevant.

1.6 Assist in promoting ETI publications and resources

1.7 Advising and supporting other members of the Communications team on IT, web and new media-related issues

While ETI continues to produce conventional print publications, we are increasingly producing publications in new formats (e.g., navigable PDFs) as well as producing other types of resources (e.g., short films). We are also considering new media options. The post holder will be responsible for advising the rest of the Communications Team on on-line and other new media production options for our communications outputs.

1.8 Contributing to other aspects of the ETI Communications Programme as needed.

2. Problem Solving and Decision Making

For most of the activities that the post holder will undertake, he/she will be supervised by a more senior member of staff. However, the post holder will have lead responsibility for:

- 2.1 Resolving technical problems encountered in maintaining the ETI website on a day-to-day basis
- 2.2 Developing publication production processes and schedules, ensuring adherence to these schedules by multiple contributors, and trouble-shooting as necessary
- 2.3 Advising on the visual (design) and production elements of the publications he/she will be producing
- 2.4 Deciding on appropriate logistical arrangements for events
- 2.5 Deciding how best to respond to general information enquiries
- 2.6 Advising on IT, web and new media production options for ETI publications

3. Resource Management

The post holder will be responsible for:

- 3.1 Signing up and managing external publishing and web contractors, e.g., website consultants, designers, copy-editors, proof-readers and printers.
- 3.2 Assisting in drawing up budgets for publications production and events, and ensuring adherence to these budgets once they have been agreed.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS & EXPERIENCE	Very good all-round IT skills including a good knowledge of how to use web-based and other new media technologies (e.g., blogging, podcasts)	
	Specific experience and skills in using web Content Management Systems (CMS)	Experience of setting up and managing databases
	Experience of managing publications production processes, including liaising with copy editors, designers, printers etc.	Basic skills in any of the professional design packages, e.g., Quark, InDesign
	Experience of organising logistics for learning events, e.g., seminars, workshops, training events	
	Experience of and ability to prioritise between multiple work streams or projects	
	Proven ability to set realistic work programmes/schedules and meet agreed deadlines	
	Experience of managing contractors (e.g., designers, printers)	
	Some budget management experience	
	Good verbal and written communications skills	
	Good interpersonal skills, with experience of and ability to work in a small team	
	KNOWLEDGE	
QUALITIES	Highly motivated by ETI's vision and aims	
	Appreciation of what constitutes effective communication	
	Enjoys team/collaborative working	
	Enthusiastic, with the ability and interest to quickly learn new skills	

Terms and Conditions of Employment

General

This post is being offered on a permanent contract, subject to successful completion of a six-month probationary period, assessed by performance review after six months in post.

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 **£32,720** per annum is offered.

Holidays

The postholder will be entitled to 25 days paid holiday per year, plus Bank and public holidays. The holiday year runs from 1st April to 31st 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 is open to all employees.

Hours of Work

This is a full-time post, based on a five-day working week of 37.5 hours excluding lunch breaks. The ETI Office is open from Monday to Friday 9.00am until 6.00pm, required core hours of work are from 10.00am to 4.00pm.

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 the majority of the time, although ETI allows some flexibility for working remotely (e.g., at home) on an occasional basis and subject to negotiation and agreement with ETI.

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.

Application and Selection Process

All application forms should be emailed or sent to Kaiesha Gibson (kaiesha@eti.org.uk), ETI Secretariat, 2nd Floor, Cromwell House, 14 Fulwood Place, London, WC1V 6HZ before **9.00 am on Thursday 15th May 2008**.

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 an assessment day. The assessment will consist of a panel interview, an individual interview and possibly an activity-based exercise (to be confirmed), and will be held at the ETI offices.

Interviews are scheduled to take place on **Tuesday 3rd June 2008**.

If you have any questions about the applications process, please contact Kaiesha Gibson on 020 7841 5180 or kaiesha@eti.org.uk.

Candidates are encouraged to visit ETI's website **www.ethicaltrade.org** where much more detailed information about ETI is available.



ethical
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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.