



Food Network for Ethical Trade – Lead (Interim) Description of Services

Client: [Food Network for Ethical Trade \(FNET\)](#)

Location: Remote working, UK-based

Fee: £800 per day (excluding VAT). Payment to be made within thirty days of submission of itemised invoice for work completed (submitted monthly). Direct travel expenses will be covered, but other costs (e.g. personal IT, telephone etc) to be covered by contractor).

Posted: 6th December 2021

Closes: 17th December 2021

Services: FNET Lead (Interim)

Expected time commitment: Minimum 4 days and up to 6 days per month, 6-month contract (February 2022-July 2022)

Industry: Non-profit, Membership Organisation, Food processing, manufacturing and production

Background

The [Food Network for Ethical Trade \(FNET\)](#) is a collaborative initiative aiming to use the collective leverage of suppliers and retailers to bring about positive change in working conditions in global food, beverage and horticulture supply chains by providing guidance, resources, training and opportunities for collaboration.

This contract offers an opportunity to work with 60 major companies in the food industry with operations and supply chains reaching millions of workers globally. FNET members are dynamic and passionate, committed to improving their organisation's approaches to human rights, improving the lives of workers in their supply chain and working together. The organisation is now four years old and is looking to develop and grow its membership, scope and impact.

The Network operates through four pillars: supplier support, tools, collaboration and learning. It offers members access to a number of resources including a human rights risk assessment tool for ingredients and raw materials, training materials, policy and strategy documents. Members of the Network take part in working groups. These groups support members to:

- Undertake risk assessments of their supply chain and mitigate those risks
- Join forces to identify and tackle workers paying recruitment fees to access jobs
- Collaborate on raw material supply chains to engage agents and suppliers on human rights issues
- Work together to promote effective worker representation in UK and global supply chains
- Engage the whole business in ethical trade including measuring impact and responsible purchasing practices.

The FNET Interim Lead is an interim contract provided on a consultancy basis to ensure the Network delivers its strategic and operational objectives whilst a permanent FNET Lead is recruited. FNET is supported by two Project and Membership Managers (two days per week each, also provided on a

consulting basis) and a Secretariat who manage administrative, financial, contractual and reporting activities. The Interim Lead will also work alongside the FNET Chair and an eight-person Board.

FNET is committed to equality, diversity and inclusion and welcomes applications from all service providers regardless of personal characteristics or background.

Service Description and Specification

Services	FNET Lead (Interim)	Location	Remote, UK-based
Reports to	FNET Board & Chair	Date	February 2022-January 2023
Time required	Minimum 4 days and up to 6 days per month	Fee	£800 per day (excl VAT)

Service Description

Working alongside the FNET Board to ensure that FNET delivers its strategic and operational objectives the satisfaction of its members.

The services listed below will be supported by the FNET Chair and an eight-person Board.

Services required

- 1. Leading FNET’s strategy development and execution, including:**
 - a. Managing FNET activities to ensure that the Network delivers its strategic goals for the benefit of members
 - b. Overseeing a review of FNET’s methods of measuring the impact of the Network’s and members’ activities

- 2. Overseeing FNET’s operational delivery and controls, including:**
 - a. Ensuring FNET’s operational activities are in line with budget
 - b. Working with FNET’s Secretariat to ensure all member invoices and agreements are up to date
 - c. Overseeing prospective member enquiries, new member introductions, inductions and registrations
 - d. Scoping out the delivery of an updated FNET website and membership database
 - e. Ensuring FNET’s Project and Membership Management contractors and Secretariat fulfil their roles and responsibilities

- 3. Managing FNET’s working groups, member calls and webinars, including:**
 - a. Ensuring that FNET’s working groups, member calls and ad hoc webinars are delivered to the highest quality by the Project and Membership Management contractors
 - b. Liaising with member working group leads to ensure that working group objectives are met

- 4. Securing member engagement, including:**

- a. Making sure FNET members have opportunities to input into working group activities, calls and webinars
- b. Supporting FNET’s Project and Membership Management contractors to engage in regular conversations with different types of members
- c. Managing six-monthly surveys of members to gather input on the Network’s performance

5. Maintaining key external relationships including:

- a. Ensuring that FNET’s existing external relationships are maintained through FNET’s working groups, member calls and ad hoc webinars
- b. Meeting with external initiatives as required on an ad hoc basis on FNET’s behalf, with FNET’s Board and/ or Chair

6. Member support including:

- a. Ensuring new members of FNET can access their allocated 121 support through the FNET consultant network and are satisfied with the support received
- b. Ensuring existing members of FNET who have paid for 121 time access their allocated 121 support through the FNET consultant network and are satisfied with the support received.

7. Other activities including:

- a. Coordination of and attendance at FNET All Member Meeting
- b. Supporting the FNET Board and Chair as required.

Requirements

It is envisaged that this contract is likely to be fulfilled by the appointment of a single individual, but it is also possible that the services might be provided by a corporate service provider (i.e. a company). *It is emphasised that this opportunity is a consulting contract, and not an employment contract: as such, there is no provision for employment-related benefits.*

Criteria	Essential	Desirable
Qualifications	Those involved in the provision of the service need to be educated to degree level or equivalent	
Knowledge	Those involved in the provision of the service need an understanding of and passion for sustainability, ethical trade/ human rights	
Experience	Those involved in the provision of the service need to: - Have previously held senior position(s) in a fast-paced business environment, delivering to tight deadlines or have experience of running own business. - Experience of working on human rights and ethical trade	Those involved in the provision of the service need to: - Experience of working in the food and agricultural sectors - Experience of working with governmental/ non-governmental organisations or trade unions - Experience of working with a membership organisation

Criteria	Essential	Desirable
Skills	Those involved in provision of the service will need: <ul style="list-style-type: none"> - Excellent command of English - Excellent understanding of Microsoft Office - Ability to work with others remotely - Ability to manage multiple stakeholders in a polite and efficient manner - Strong time-management - Ability to work independently delivering day to day workload with minimal supervision - Ability to be flexible and adapt to changing action plans 	

Interested parties should send a covering letter and CV to admin@foodnetworkforethicaltrade.com no later than the 17th of December.