



## Food Network for Ethical Trade – Project & Membership Manager Role Description (12-month contract)

<b>Recruiter:</b>	Food Network for Ethical Trade (FNET)
<b>Location:</b>	Remote working with requirement to travel for in person meetings, UK-based Compensation: £400-£500 per day (excluding VAT)
<b>Posted:</b>	27 <sup>th</sup> June 2023
<b>Closing date:</b>	12th July 2023
<b>Start date:</b>	August 2023
<b>Function:</b>	Project & Membership Manager, 2 days per week
<b>Industry:</b>	Non-profit, Membership Organisation, Food processing, manufacturing and production

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

**Mission:** The [Food Network for Ethical Trade \(FNET\)](#) is a collaborative network of supply chain partners established in 2017 which aims 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.

**Position:** The Project and Membership Manager role is a two day a week or 8 day per month contractual role on a 12-month contract which is vital to delivering FNET's working groups and supporting members to implement their human rights strategies. There are 2 part time Project and Membership Managers at FNET who work closely together to deliver a seamless service for our members with support from FNET lead and FNET secretariat.

### Individual Responsibilities

#### 1. FNET membership management

- Fortnightly call: Developing the agenda, sourcing suitable speakers, host & chair the sessions and follow up on actions.
- Responding member ad hoc enquiries
- Supporting Member services: monitor member engagement, impact, understand member needs and requirements and innovate appropriate solutions.
- Working with FNET secretariat, support membership administration
- Elicit membership views and insights through use of surveys, analysis of results and follow up any relevant actions.

#### 2. Management and development of FNET working groups and all member meetings.

Working with FNET senior leadership and member working group leads

- Design and deliver annual WG working group plans and all member meetings.
- For each meeting: Design agenda, carry out any research needed to prepare agenda and content where applicable. Find and brief expert speakers for agreed topics to ensure member needs are communicated clearly. Host / chair meetings, take minutes, co-create tools and follow up actions to ensure timely delivery.
- With the FNET lead, plan and run the twice yearly all member meeting.
- Keep all members updated and engaged on workgroup activity.

#### 3. Managing FNET member communications and resources

- Managing and producing FNET member communications including weekly news, webinars and blogs.
  - For Weekly news emails: carry out horizon scanning and research on the latest human right news, collect relevant items and announcements from members to share

## FNET Project & Membership Manager Role Specification

- For webinars: Research content, identify relevant topics for members, develop outputs such as newsletters and guidance notes; Host and chair the sessions.
- Maintaining and developing FNET resources including the FNET Risk Assessment Tool and other tools and guidance
- Manage the public and member areas of the website - i.e., document management, filling, helping members navigate the website and access resources, writing content to keep relevant to member's needs.

### 4. New Member development and support

- Promote FNET benefits to companies who could be potential members.
- Develop material to promote FNET to new companies.
- Running new member inductions and welcome events, linking members with common interests, conducting interviews and surveys

### 5. External organisations & other multi-stakeholder partnerships

- Support FNET to work collaboratively with strategic partners such as ALP, ETI, SEDEX, Stronger Together, FPC, Sea alliance etc.
- Represent FNET in multi-stakeholder forums and where appropriate support with organising, facilitating and chairing collaborative working groups such as the Seasonal Workers scheme workstreams.

### Person specification

Criteria	Essential	Desirable
Qualifications	Educated to degree level or/ equivalent work experience	
Knowledge	An understanding of and passion for sustainability, ethical trade/ human rights	
Experience	Project management in a fast environment, delivering to tight deadlines	Experience of working in the food and agricultural sectors and with governmental/ non-governmental organisations or trade unions
Skills	<ul style="list-style-type: none"> <li>● Excellent verbal and written communication and organisational skills.</li> <li>● Able to produce insightful reporting at a high standard</li> <li>● Comfortable driving forward recruitment and engagement conversations in a meaningful and professional manner</li> <li>● Strong organisational skills, ability to lead multiple activity areas simultaneously and to deadline</li> <li>● Proactive and able to work independently and unsupervised to deliver tasks, and achieve project objectives</li> <li>● A good team player and confident to manage multiple stakeholders in a polite and efficient manner to achieve consensus and collaborative action.</li> <li>● Strong, demonstrable, Microsoft expertise including Excel, PowerPoint, SharePoint, and Power Bi</li> <li>● Ability to be flexible and adapt skills to an evolving organisation</li> </ul>	

### Benefits of taking on this role:

This role offers an opportunity to work with 65+ 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 and improving the lives of workers in their supply chain

Interested parties should share a covering letter and CV by the 12<sup>th</sup> July 2023 with [admin@foodnetworkforethicaltrade.com](mailto:admin@foodnetworkforethicaltrade.com)