

Food Network for Ethical Trade – Project & Membership Manager Role Description (12-month contract)**Recruiter:** [Food Network for Ethical Trade \(FNET\)](#)**Location:** Remote working, UK-based**Compensation:** £400-£500 per day (excluding VAT)**Posted:** 25th November 2021**Closes:** 15th December 2021**Function:** Project & Membership Manager, 2 days per week**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 role 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 4 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 the payment of recruitment fees by workers 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 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.

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

Role Description and Person Specification

Position	FNET Project and Membership Manager (12-month contract)	Location	Remote
Works with	FNET Lead	Date	January 2022-December 2022
Time required	2 days per week or 8 days per month	Compensation	£400-£500 per day (excl VAT)

Role Purpose

Supporting FNET’s working groups and members by running the Network’s working groups, providing information on emerging human rights risks and managing the FNET website and member and public resources.

The duties and responsibilities listed below will be shared between two Project and Membership Manager contractors both working two days per week.

Duties and responsibilities**1. Coordination of member calls –**

- a. Coordinating twice monthly FNET all-member calls discussing emerging human rights risks and members challenges with the support of FNET senior leadership
- b. Ensuring members are clear on actions, responsibilities and timeframes by producing timely accurate minutes of calls
- c. Delivering on actions emerging from the monthly calls e.g. surveys/ research/ partnerships.

2. Coordination of FNET working groups and all member meetings –

- a. Coordinating and running FNET working groups with the support of FNET senior leadership and member working group leads
- b. Ensuring members are clear on actions, responsibilities and timeframes
- c. Supporting members to deliver on actions emerging from working group meetings

3. Managing FNET member communications and resources –

- a. Managing and producing FNET member communications including newsletters, webinars and twice monthly emails
- b. Maintaining and developing FNET resources including the FNET Risk Assessment Tool and other tools and guidance
- c. Managing the content of the FNET website, ensuring members are engaged and contributing to the content and that public content is current

4. Member support

- a. Promoting member engagement by running new member inductions and welcome events, linking members with common interests, conducting interviews and surveys
- b. Responding to members’ ad hoc queries

5. Other activities –

- a. Supporting FNET senior leadership to plan and run FNET twice yearly all member meetings
- b. Ad hoc support to FNET lead and members as required.

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	Experience of working in a fast- paced office environment, delivering to tight deadlines	Experience of working in the food and agricultural sectors Experience of working with governmental/ non-governmental organisations or trade unions
Skills	Excellent command of English Excellent understanding of Microsoft Office Ability to manage multiple stakeholders in a polite and efficient manner Ability to manage a diary and coordinate meetings 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	Good command of other languages including Spanish

Interested parties should send a covering letter and CV to admin@foodnetworkforethicaltrade.com no later than the 15th of December.