Information pack for the post of

Senior Advisor: Business Development

August 2019

**About ETI**

ETI is a ground-breaking alliance of companies, trade unions and voluntary organisations, working in partnership to improve the working lives of people across the globe who make or grow consumer goods – everything from tea to T-shirts, from flowers to footballs. Our vision is a world where all workers are free from exploitation and discrimination, and work in conditions of freedom, security and equity.

Corporate members include many high street names, from fashion outlets like Zara and Next to department stores and supermarket giants like Debenhams, Tesco and Asda; from ethical retailers such as The Body Shop to global food brands like Typhoo and Chiquita.

Our voluntary sector members bring specialised knowledge of labour rights and international development, while our union members represent nearly 160 million workers around the world in every country where free trade unions can operate.

With nearly 90 member companies, our collective influence is growing every year; our member companies' ethical trade activities already cover some 40,000 suppliers, reaching more than 8.6 million workers.

## What we do

We define best practice in ethical trade. All corporate members of ETI agree to adopt the ETI Base Code of labour practice, which is based on the standards of the International Labour Organisation (ILO). We work out the most effective steps companies can take to implement the Base Code in their supply chains. We learn by doing, and by sharing our experience.

**We help workers help themselves.** We support initiatives that raise workers' awareness of their rights and help create work cultures where workers can confidently negotiate with management about the issues that concern them. We also broker resolutions where there are major breaches of trade union rights by companies that supply our members.

**We build strategic alliances.** Finding effective and sustainable solutions to workers' issues requires joint action between companies, suppliers, trade unions, non-governmental organisations (NGOs) and governments. We build alliances in key sourcing countries and internationally, to address problems that affect entire countries and industries.

**We persuade and influence key players.** We raise awareness of how everyone – retailers, brands, governments, employers, trade unions, consumers and the media – can play a part in protecting workers' rights, and work closely with governments and international labour agencies to influence policy and legislation.

**We drive improvements in member companies' performance.** Our member companies report annually on their efforts and the results they are achieving at farm or factory level. We expect them to improve their ethical trade performance over time, and have a robust disciplinary procedure for companies that fail to make sufficient progress or to honour their membership obligations (see Section 9).

## What our members sign up to

When companies join ETI they must adopt the ETI Base Code in full. They must also sign up to ETI’s Principles of Implementation, which set out the approaches to ethical trade that member companies should follow. These require companies to:

* demonstrate a clear commitment to ethical trade;
* integrate ethical trade into their core business practices;
* drive year-on-year improvements to working conditions;
* support suppliers to improve working conditions, for example through advice and training; and
* report openly and accurately about their activities.

Member companies must also play an active part in ETI activities alongside their trade union and NGO colleagues, including participating in members' meetings, projects and working groups. They must also submit annual reports to the ETI Board, which set out the steps they are taking to tackle working conditions in their supply chains.

## Our new strategy

Perspective 2020 exists to provide a clear focus for company, trade union and NGO members: to respect workers’ voices, to improve their conditions – and where abuse occurs to provide an effective remedy.

Formulated to show that ethical business underpins good business, Perspective 2020 rests on five pillars that will help deliver our goal:

* 1.Act on the UN Guiding Principles on Business and Human Rights (UNGPs) as we generate, test and share methods to effectively implement the principles – from comprehensive processes for due diligence to better access to remedy for workers.
* 2.Champion the right of free association throughout global supply chains and encourage company members to include trade unions in their accountability discussions and share best practice on the benefits of effective representation.
* 3.Support local voices with the emergence of a network of ethical trade platforms in key sourcing countries, leading to greater and sustainable change.
* 4.Deliver greater transparency and accountability through a robust and publicly available reporting system that demonstrates our and our members’ willingness to meet our commitments.
* 5.Advocate for policies and practices that create linkages between business and government which protect workers, deepen understanding of emerging labour issues and recognise the special circumstances faced by women and other vulnerable groups in the work force

**Job Title: Senior Advisor – Business Development (Maternity Cover)**

**Band: C**  
**Reports to:** Head of Membership Services   
**Critical dimensions:** This role has line management responsibilities and is not a budget holder.

**Main purpose:** Develop and implement initiatives to build and broaden ETI’s membership base, and lead of the development of a suite of advisory services, to ensure long-term growth and sustainability.

**Key relationships:**

Internal Membership Services team; colleagues in Programmes; Evidence and Learning; and External Relations teams

ExternalExisting and potential corporate ETI members

***Key responsibilities:***

1. **Strategy development:** Overall responsibility for the continued development and delivery of a strategic plan for ETI’s recruitment of new corporate members in existing and new sectors and markets. Ensuring the plan is aligned with ETI’s sector strategies and other programmes of work and effectively communicated amongst internal and relevant external stakeholders, facilitating buy-in and collaboration. Develop and regularly communicate financial projections to contribute to internal forecasting processes.
2. **Proactive and reactive new member recruitment:** To develop, manage and implement an agreed programme of activity to achieve the strategic targets. Proactively reach out to potential members as per the strategy, organise outreach events to generate interest and uptake.
3. **Advisory services**: oversee the development of a suite of advisory services, managing its roll out and associated processes to ensure its smooth delivery both for clients, and for internal stakeholders. Take actions to ensure its success as a new factor in ETI’s strategy, bolstering financial sustainability while maintaining the organisation’s integrity and credibility.
4. **Systems and tools – development and management:** To set up and manage systems and processes to support the recruitment of new members. For example: building on existing systems for responding to new membership enquiries, further developing engaging presentations and proposals, and tracking the potential membership pipeline.
5. **Ethical trade knowledge and trends:** To keep abreast of trends and news; attend relevant external events and stay appropriately networked.
6. **Membership offer:** To communicate (internally and externally) and maintain a recently refreshed ETI membership offer, supporting the attraction of new members, the retention of existing members and enable clarity of members’ expectations.
7. **Data management:** To keep ETI’s CRM system up-to-date to enable effective tracking of new business opportunities (both prospective members and clients interested in advisory services).
8. **Internal reporting:** To produce status and finance reports to ensure comprehensive and regular financial management processes and analysis of progress towards income targets - and evaluation of new business activities - to feed in to long-term strategic planning and priorities.

**Person Specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **How assessed** | | | |
| **Education/**  **Qualifications** | Degree level education or equivalent – ideally in business-related subject | Diploma in Business, Sales or Marketing | Application Form | | | |
| **Knowledge/**  **Experience** | At least 5 years’ experience in a business development, sales or marketing role  Significant client relationship management experience, including in a role which requires the identification of business needs, with the provision of services adjusted accordingly  Experience of giving presentations, delivering pitches and closing deals  Track record in building and developing strategic partnerships that meet income-related targets and deliver on business objectives   Understanding of corporate responsibility agenda | Experience in similar role in consultancy or membership organisation  Knowledge of international labour standards  Project management experience inc; project plans, budgets, schedules and reviews  Experience of external representation of organisations, including public speaking  Line management experience | Interview/  Assessment | | | |
| **Skills** | Commercial awareness and business acumen | | 1 | 2 | 3 | 4 |
| Relationship-building and stakeholder management skills | | 1 | 2 | 3 | 4 |
| Influencing and negotiation skills | | 1 | 2 | 3 | 4 |
| Written and verbal communication – confident presentation skills | | 1 | 2 | 3 | 4 |
| Facilitation and coaching skills | | 1 | 2 | 3 | 4 |
| Project and budget management skills | | 1 | 2 | 3 | 4 |
| **Behaviour** | Shows commitment to ETI’s vision and values  Communicates and influences with impact  High level of personal credibility - influential and persuasive; approachable and open-minded  Strives for excellence Strong delivery focus – prioritises - sets and achieves ambitious targets.  Attention to detail when dealing with data  Demonstrates judgement Self-starter - able to work on own initiative with minimal supervision   Collaborates with others Team-player - supports own and other team members. | Shows commitment to learning  Displays leadership | Interview | | | |
| **Other requirements** | Good IT skills  Flexibility for national + some international travel; able to work additional hours as necessary |  | Application form/ Interview | | | |

**Skill level:**

1. **Basic understanding through minimal experience**
2. **Good working knowledge and ability in non-complex context**
3. **Sound knowledge and ability in variety of contexts**

**Expert skills and an ability to coach others**

Basic terms and conditions of employment

### General

This post is being offered as a permanent post with a 6-month probation period

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### 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 between **39,000 to 50,000** per annum is offered commensurate with skills and experience.

### Holidays

The post holder will be entitled to 25 days paid holiday per year (pro rata), plus bank and public holidays, and three additional days between Christmas and New Year. The holiday year runs from 1st April to 31st March.

### Hours of Work

This is a time limited post of six months (with possible extension), based on a 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 8 Coldbath Square, London EC1R 5HL. 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 Angela Byer [(angela.byer@eti.org.uk](mailto:(angela.byer@eti.org.uk)), ETI Secretariat, 8 Coldbath Square, London, EC1R 5HL before **4pm on 4 October 2019**

All applications will be short-listed based on the information provided in the application form. CVs cannot be accepted. Application forms are anonymised and then graded against essential and desirable criteria in the job description. .

Shortlisted candidates will be informed by telephone and invited to an assessment day. The assessment will consist of a panel interview and sometimes a presentation or written exercise and will be held at the ETI offices. ETI does not contact or give feedback to those not selected for interview due to the number of applicants.

Applicants who need a visa to work in the UK but do not have one will not be considered for shortlisting as none of ETI’s vacancies would support a visa application. If you do not hear from us the week before interview you have not been selected.

Initial interviews are scheduled to take place week commencing **7 October 2019**

If you have any questions about the applications process, please contact Angela Byer on 020 7841 4350 or [angela.byer@eti.org.uk](mailto:angela.byer@eti.org.uk).

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

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| --- | --- | --- | --- | --- | --- |
| 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 write clearly in black ink or type. | | | | | | | | | | | |
| **Personal details** | | | | | | | |  | | | |
| Post applied for: **Senior Advisor: Business Development** | | | | | | | | How did you learn about this vacancy?  (If appropriate please give the name of the publication) | | | |
| Family name:  Forename(s):  Preferred title: | | | | | | | |  | | | |
| Contact address | |  | | | | | |  | | | |
| Postcode | | | | | | | | Do you need a work permit to take up employment in the UK? If you do not have one you will not be considered for this role | | | |
| email |  | | | | | | | Yes/No | | | |
| Tel no home |  | | | | | | | If ‘Yes’, have you got / applied for a permit? | | | |
| Tel no work |  | | | | | | | Yes/No | | | |
| **Health** | | | | | | | |  | | | |
| Is there anything concerning your medical history or state of health that is relevant to your application?  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). | | | | | | | | | | | |
| Are you available at the time interviews have been scheduled? w/c 7 October  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:  Daytime telephone number:  Occupation:  In what capacity do you know him/her?  For how long have you known him/her? | | | | | | | | | Name:  Address:  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 Angela Byer, Ethical Trading Initiative, 8 Coldbath Square, London EC1R 5HL. Email: [angela.byer@eti.org.uk](mailto:angela.byer@eti.org.uk) by 4.00 pm on 16 September 2019 | | | | | | | | | | | |

**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 Senior HR Advisor 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 its 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?

1. Advertisement in newspaper?

Which Newspaper? (please specify)

1. Through an online recruitment website (Please specify)
2. Through an employment agency? (please specify)
3. From friend/relative/colleague?
4. Internal advert within Ethical Trading Initiative
5. Other ……………………………………………………………………………………….

Age ……………………………………………………………………………………………..

Gender Male Female Transgender

Other (please specify) ………………………………………………………………………

Please indicate how you prefer to describe your ethnic origin.

**Note:** These are the categories recommended by the EHRC.

󠄀 Asian/Asian British 󠄀 Bangladeshi

󠄀 African 󠄀 󠄀 Caribbean

󠄀 Black other (please specify) 󠄀

󠄀 Chinese 󠄀 Indian

󠄀 Pakistani 󠄀 Arab

󠄀 White and Asian 󠄀 White and Black African

󠄀 White and Black Caribbean 󠄀White and Chinese

󠄀 British 󠄀 English

󠄀 Irish 󠄀 Gypsy or Irish Traveller

󠄀 Scottish 󠄀 Welsh

Other (please specify)

󠄀 Prefer not to say

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\*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.