



JOB DESCRIPTION

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| TITLE: | Chief Operating Officer |
| DIVISION / TEAM | Office of the CEO |
| REPORTS TO: | Chief Executive Officer |

OVERVIEW:

Fairtrade is an alternative approach to conventional trade and is based on a partnership between producers and consumers. Fairtrade offers producers a better deal and improved terms of trade. This allows them the opportunity to improve their lives and plan for their future. Fairtrade offers consumers a powerful way to reduce poverty through their everyday shopping.

Fairtrade International is the international non-profit, multi stakeholder body that is responsible for the strategic direction of Fairtrade, sets Fairtrade standards and supports producers.

The Chief Operation Officer (COO) is an Executive position at Fairtrade International that aims to oversee the day to day operations and performance of the Fairtrade International staff at the Central office according to FI strategic and operational plans and expected outcomes. The COO supports the CEO in monitoring performance against the current global strategy. During this exciting period the COO also works with the other members of the Global Leadership Team, to lead the development and implementation of a new global strategy for 2021-25.

This position is a member of the Global Leadership Team, and leads a number of the members of the Senior Management Team and their staff. As such the Chief Operating Officer will contribute to the overall implementation of the strategy and performance of Fairtrade International. The position will report to the CEO and work closely with the Board and other governance and operational bodies of the global movement. The COO will be especially responsible for ensuring Fairtrade develops a strong culture of delivery and accountability .

OBJECTIVE/PURPOSE:

The Board and CEO are looking for a mission focused, seasoned, strategic, and process minded leader with experience of leading change in a complex global organisation, leading an executive management team, and developing a performance culture among a group of diverse, talented individuals. The COO must be a leader who is able to help others at Fairtrade International deliver measurable, cost-effective results that make the vision of Fairtrade a reality. Importantly, the successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission, and create a team of committed staff members working aligned to achieve common goals. While it is essential that the COO brings efficient and effective systems to increase the productivity and impact of the organization, it is also critical that the team retain the creative spark and passion for development through empowerment and support that drives Fairtrade.



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MAIN ROLES AND RESPONSIBILITIES:

Reporting to the CEO of Fairtrade International, the COO is the Deputy to the CEO and will act as head of office in the absence of the CEO, leading internal operations and having the following responsibilities:

- Working in partnership with the CEO, coordinate the implementation of, and monitor progress against the current strategic five year plan, and assist in the development of the new 2021-25 global strategy.
- Serve as the internal leader of the organization by coordinating and supervising annual operations and budget; leading the performance management processes that measures and evaluates progress against goals for the organization
- Provide a strong day-to-day leadership presence; bridge national and regional operations by ensuring good communication and working with the Works Council.
- Lead, manage and support the Senior Management Team
- Lead the Finance, IT and Human Resources and Office Support Functions, ensuring the development and implementation of a coherent and cost efficient structures for Fairtrade International
- Lead the development & implementation of a comprehensive compliance management system for Fairtrade, including the identification of potential organisational risks and the development of appropriate risk mitigation strategies
- Work closely with the international board and its different committees, present to the Board at quarterly meetings. The COO will be responsible for serving the Board and ensuring good governance throughout the organisation
- Act as the Deputy for the CEO and a member of the Global Leadership Team, winning the trust and confidence of our global Fairtrade movement covering 22 member organisations
- Take on other projects or tasks as agreed with the CEO



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SKILLS REQUIRED:

As a prerequisite, the successful candidate must believe in the core values of Fairtrade and be driven by its mission. The candidate should demonstrate a passion for breaking new ground to lead social change. Beyond that, the candidate should have proven experience in enabling a multi-stakeholder organization to deliver outstanding results, -and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team.

The successful candidate will most likely have had senior management experience with a global non-profit organization.

Additional requirements are:

- **Results** - proven track record of exceeding goals and a bottom line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, experience, and judgment; high level of business acumen, including successful P&L management and the ability to balance the delivery of programs against the realities of a budget; problem solving, project management, and creative resourcefulness
- **Capacity Building** - ability to effectively build organization and staff capacity, developing a workforce and the processes that ensure the organization runs smoothly
- **Leadership and Organization** - exceptional capacity for managing and leading people; a team builder who has experience in developing organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed
- **Action Oriented** - enjoys working hard and looks for solutions to challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- **General Management** - thorough understanding of finance, systems, legal and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing
- **Collaboration** – influencing and collaborating to help shape strategic and policy direction and decisions of the organization as a whole and the diplomatic skills to win support across the Fairtrade network,
- **Solid educational background** - undergraduate degree required; MBA or similar advanced degree highly desired.



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Professional Skill Requirements:

- Proven track record in senior management within complex, international and results-based organizations
- Experience in management of complex, multi-stakeholder projects and achieving goals on time and to budget
- Excellent communication skills
- Ability to lead and motivate change management, including ability to influence people and organisations over whom you have no direct line management
- Languages:

Fluency in English, which is the daily language of Fairtrade International.

Personal Qualities

- Demonstrable ability to drive forward work on own initiative;
- Good understanding of and commitment to the work of Fairtrade;
- Diplomatic style to show leadership and drive collaboration in a multi-stakeholder environment;
- Experience in multi-cultural professional environments;
- Demonstrable ability to motivate and enthuse others;
- Service- and goal-oriented style
- Innovative, positive and proactive personality

TERMS AND CONDITIONS:

- This is a full time executive position
- Location: Fairtrade International office in Bonn, Germany (the successful candidate will be asked to relocate on a full-time basis to Bonn)
- The working language is English
- Start date: as soon as possible or as agreed

APPLICATIONS:

Applications, in the form of a letter of motivation and Curriculum Vitae, should be submitted via e-mail to applications@fairtrade.net, citing *Chief Operating Officer* in the subject field.

The deadline for completed applications is **31st January 2019**.