

**SCOTTISH FAIR TRADE FORUM DIRECTOR
PERSON SPECIFICATION**



Education, Experience	Descriptions/Definitions
Essential	<ul style="list-style-type: none"> • Educated to degree level or possessing equivalent experience; strong literacy and numeracy • Good understanding of Scottish regions, civil society and political culture and processes • Excellent written and verbal communications skills • Excellent interpersonal skills, superior public relations and problem-solving abilities • Substantial project, budget management experience • A track record of successful charitable and/or development sector fundraising • Experience managing people • Coalition-building experience and/or proven ability to work with a range of partners in various sectors • Proven ability to multi-task effectively; juggle a heavy workload and competing priorities; react quickly in a fast-paced work environment
Desirable	<ul style="list-style-type: none"> • Bachelor's or Master's degree in relevant field (Politics, International Development etc.) • Experience setting communications, fundraising and organisational strategy • Experience working with a Board • The ability to manage several volunteers and interns simultaneously • Media training and/or experience working with the Scottish media • Experience working in Fair Trade, consumer campaigns or the international development sector
Competencies	
Creating the Future:	
Development	<ul style="list-style-type: none"> • Works with all 32 Scottish local authorities to increase commitment to Fair Trade • Facilitates networking with local Fair Trade groups; provides hands-on training and support • Plans strategic aims and facilitates producer tours, membership drives, fundraising • Manages staff and successful intern and volunteer programme to create additional capacity in communications, fundraising, marketing, information management, systems management, public affairs work and other areas, as needed • Sets pace and drives excellence by example

Strategic Thinking	<ul style="list-style-type: none"> • Demonstrates clear understanding of the SFTF's strategic direction and implements plans and activities which support its key objectives • Able to see the 'big picture'; sets operational, fundraising, communications and other strategies in co-operation with SFTF Board to support this • Identifies opportunities for partnership and collaboration; works with partner organisations to boost profile and ensure sustainability of Fair Trade Nation achievement
Adaptability to Change	<ul style="list-style-type: none"> • Is flexible, co-operative and able to work to changing priorities and unexpected situations • Able to quickly re-prioritise own work • Ability to work with varying levels of financial and other resource and fill gaps in resources innovatively through fundraising, volunteers and other means
Analysis & Decision-Making	<ul style="list-style-type: none"> • Assimilates and analyses large amounts of information quickly, extracts relevant points, spots gaps and decides what else is needed to resolve issues • Is prepared to make clear and tough decisions
Delivering Results:	
Planning & Organising	<ul style="list-style-type: none"> • Plans overarching strategies and specific projects from implementation to delivery; anticipates problems and builds in contingencies and time for dealing with setbacks • Sets short and long-term work plans to support achievement of organisational strategies • Identifies and allocates resources to effectively deliver projects • Sets up processes to ensure progress is tracked and objectives are delivered on time and within budget
Personal Commitment	<ul style="list-style-type: none"> • Is committed to the values of the SFTF, performs to a high standard and maintains positive relationships during times of pressure and stress • Takes responsibility for own learning and development and responds positively to feedback • Sets and strives to achieve challenging personal targets • Is committed to ensuring the SFTF's work is genuinely Scotland-wide and engages with groups in remote areas as well as those in the Central Belt and elsewhere
Achieving Targets	<p>Undertakes work to achieve Scotland's Fair Trade Nation criteria by 2012, which will include but not be restricted to the following:</p> <ul style="list-style-type: none"> • 100% of Scottish local authorities to support Fair Trade; • 55% (18) of local authority areas working with local communities to achieve Fairtrade Zone status; • 55% of towns with populations over 5,000 have achieved or are working toward Fairtrade Town status;

	<ul style="list-style-type: none"> • Scotland's six cities retain Fairtrade status; • 60% (13) of Scottish universities working to achieve Fairtrade status. <p>In addition:</p> <ul style="list-style-type: none"> • Develops clear targets for self and others; sets priorities for achieving these and takes action to keep delivery on-track and within budget • Consistently delivers high quality work within agreed timescale and with minimal supervision and support
Quality Focus	<ul style="list-style-type: none"> • Takes personal accountability to ensure whole team maintains high-quality work • Checks own and others' work for accuracy • Focused on consistent communication of organisational messages
Relationships:	
Partner Management	<ul style="list-style-type: none"> • Is highly regarded by members and key partners for providing inspiration, relevant support and advice • Increases SFTF membership to reflect national scope and growth of Fair Trade Nation work • Manages SFTF relationships with and support to local authorities, local groups, universities, schools and other key stakeholders throughout Scotland • Is willing to travel regularly to provide support, strengthen relationships within Scotland and the UK
Influencing & Negotiation	<ul style="list-style-type: none"> • Utilises marketing, advertising, media work, promotional materials, and engagement with key political figures (both local and national) to raise awareness and purchasing of Fair Trade • Ensures ongoing support by Scottish Parliament and Scottish Government • Represents the SFTF publicly • Understands Scottish, UK and EU political processes and can identify opportunities for influence
Leadership	<ul style="list-style-type: none"> • Delegates appropriately, retaining personal accountability so that others are empowered and authorised to act • Leads team meetings and provides direct supervision and support to SFTF staff and volunteers • Takes an active role in collaborating with SFTF Board members to lead direction of organisation, coordination of Annual General Meeting and Campaign Day • Works with Company Secretary to ensure the SFTF complies with legal and financial obligations by reporting appropriately to OSCR, Companies House and funders