



Scottish
Fair Trade
Forum

ROLE DESCRIPTION

| | |
|-----------------------------------|---|
| Job Title: | Director |
| Reports To: | Chair of the Scottish Fair Trade Forum Board |
| Management Responsibility: | SFTF Staff, Interns, Volunteers, Secondees |
| Salary: | £31,000-33,000, based on relevant experience |
| Length of Contract: | Fixed-term, until 31 March 2012 with possibility of extension, dependent on funding |
| Hours & Location: | 35 hours/week; based in Edinburgh |

Job Purpose

You will play a key role in setting strategic direction with the organisation's Board and in ensuring the organisation adheres to financial, legal and ethical guidelines and standards. You will oversee planning and implementation of the SFTF's budgetary and financial management and its fundraising, communications and operational strategies. Your exceptional communications, interpersonal and strategic skills will maximise the impact of SFTF resources to enable the Scottish Fair Trade movement to grow and will lead achievement of the 'Final Push' for Scotland to become the world's second Fair Trade Nation by 2012.

Your ability to identify opportunities for organisational growth, fundraising and new partnerships will provide leadership and resources to ensure this achievement is sustainable. You will help provide direction to undertake Stage 2 of Scotland's Fair Trade Nation campaign, further building on existing achievements and highlighting them as an example of best practice for other countries to follow.

Overall Responsibilities

1. Develop overall fundraising, campaigning, communications and operational strategies for the Scottish Fair Trade Forum and Scotland's Fair Trade Nation campaign.
2. Oversee budget planning and effective financial management and reporting.
3. Effectively lead and develop Fair Trade awareness in Scotland through work with the Scottish Fair Trade community and key partners such as the Fairtrade Foundation.
4. Represent the SFTF at external events and in the media, ensuring organisational messages are communicated effectively.
5. Ensure the SFTF's operations are well-planned, delivered in a cost-effective way, to a high standard within agreed timescales, with appropriate success criteria and corresponding measurement in place.

The Scottish Fair Trade Forum is a registered Scottish charity (SC039883) and Scottish company (SC337384).

6. Provide expert advice and guidance to SFTF staff, volunteers and partners throughout Scotland and elsewhere.
7. Oversee the development of Scotland-specific resources, events and campaigning tools.
8. Ensure effective communication with the SFTF Board, partners, members and external organisations.
9. Develop and maintain effective relationships with key partners to ensure achievement of Fair Trade Nation criteria and launch of second stage of Fair Trade Nation campaign.
10. Report regularly on progress toward outcomes, finance, communications and campaigning to the SFTF's Board, the Scottish Government and other key funders and partners.
11. Manage and develop the professional and personal skills of SFTF staff, volunteers, interns and secondees.
12. Undertake any other task as may be determined from time to time by the SFTF Board.