



Fashion Revolution

Role Description: Project Manager, Policy & Research team (40hrs per week)

Location: This role is home-based, in the UK. The successful candidate must have easy access to London for regular meetings in London and the right to work in the UK.

Who we are and why we need you

Fashion Revolution is a global movement that campaigns for a clean, safe, fair, transparent and accountable global fashion industry. We do this through research, education, collaboration, mobilisation and advocacy, both online and offline.

Our annual Fashion Revolution Week is our most important date in the calendar, but we work year-round to raise awareness of the fashion industry's most pressing issues, advocate for positive change, and celebrate those who are on a journey to create a more ethical and sustainable future for fashion.

Our team is entirely home-based, and we meet in person together as frequently as possible, usually in London. We use Slack, Zoom and Google Drive to work together collaboratively and efficiently.

This is an exciting opportunity to join our impressive team with a great opportunity to drive the strategic development of our policy and industry advocacy and research efforts.

We encourage candidates of all abilities, ages, gender identities and expressions, national origins, races and ethnicities, religious beliefs, sexual orientations, and those with criminal records to apply. We welcome all kinds of diversity. Our employees include people who are parents and non-parents, the self-taught and university educated, and from a wide span of socioeconomic backgrounds and perspectives on the world. We are an equal opportunity employer.

About this role

The successful post-holder will be responsible for ensuring the smooth delivery of policy and research related programming, projects and activities at Fashion Revolution. You will support and report directly to the Global Policy Director to deliver

a number of the organisation's key projects including the annual Fashion Transparency Indices (Global, Brazil and Mexico), our partnership with the Tamil Nadu Alliance, our next consumer survey report and a range of policy advocacy activities.

The successful post-holder will also support the Global Policy Director with project management, critical path coordination, monitoring and reporting activities, and ongoing stakeholder engagement (mainly with donors, fashion brands, other NGOs and policymakers),

The job will also involve acting as a representative or spokesperson on behalf of Fashion Revolution in meetings, press interviews and industry events.

Key responsibilities

- Provide qualitative and quantitative research and analysis at the cross-section of sustainability, labour rights, and transparency in the global fashion industry, including synthesising policy and academic papers, NGO studies, market research, scientific research and datasets, industry reports and press articles
- Project manage the delivery of the annual Fashion Transparency Index as well as two national indices in Brazil and Mexico; including critical path coordination, recruiting and contracting freelance researchers, managing the research process and logistics, acting as point of contact for project partners and brand engagement, and end-of-project evaluation and reporting
- Project manage streams of other relevant collaborative projects (e.g. Tamil Nadu Alliance partnership, Wikirate integration, future runs of our free online course, the 2020 consumer survey, UN climate and transparency working group participation), including developing timelines, implementation plans, organising logistics, liaising with partners and delivering to time and budget
- Coordinate and regularly monitor/update the policy and research's team overall critical path, ensuring deadlines are met, teammates are on track and up-to-speed, troubleshooting problems, adapting accordingly and pivoting to changes and uncertainties
- Plan and organise both internal and external meetings on behalf of the policy and research team, including using Zoom software for conference calls
- Manage both formal and informal partnerships with NGOs, experts, and donors, and support other key relationships, including major brands and retailers and government officials
- Provide ongoing tracking and monitoring of relevant KPIs, as per various grant agreements

Additional duties

- End-to-end management of any policy and research team related events, e.g. report press conferences or industry roundtables
- External speaking, profile-raising and representation of the organisation and our policy and research work at industry, government, press, educational and other events and meetings
- Supervise project teams where required, including the management of freelancers and third parties
- Build project budgets and timelines for grant proposals, only at the request of the Global Policy Director
- Review grant proposals and programming/project ideas to ensure they meet our Theory of Change, only as requested
- Provide feedback/editing on relevant written copy for reports, blogs, website, press releases, social media content and other project documents
- Provide general support and administration to the Global Policy Director, including organising meetings, minuting meetings, budgeting and invoicing, organising travel, coordinating logistics, printing documents
- Attending and contributing to weekly team and project update meetings

Capabilities required

- Meticulous attention to detail
- Demonstrable and deep understanding of sustainability, labour rights and supply chain transparency issues, preferably within the context of the global fashion industry
- Ability to understand and interpret complex information and data, and produce clear and precise analysis and learning (preferably with ability to create data tables and graphs)
- Strong understanding of Microsoft Excel and other data management systems
- Ability to create efficient and highly organised internal systems and processes for project management
- Have previous experience managing complex multi-stakeholder relationships
- Strong writing, communication, interpersonal and networking skills
- Ability to think strategically
- Financially literate and able to manage budgets
- Fluent and clear written and verbal English

Desired knowledge/skills, but not required

- Knowledge of advocacy for policy change and/or government influencing and decision-making processes
- Knowledge of relevant legislation at the cross-section of sustainability, labour rights and transparency in the corporate and/or textile sector

- Established relationships with policymakers, government officials and their representatives, grantmaking bodies and businesses in the sector
- Knowledge of the corporate fashion industry, e.g. business structures, sourcing and supply chains
- CRM database and webinar software experience
- Fluency in another language such as Spanish, Portuguese, Italian or French

This job is for you if you are motivated to...

- Show initiative, perform consistently well under pressure, work flexibly, and meet tight deadlines - in short to perform reliably and to a high standard
- Be proactive and self-reliant
- Set and work hard to achieve your own goals
- Be a team player – able to work effectively with home-based teammates, across geographies and on a range of different types of projects
- Empathise with and support others whilst remaining focused on your objectives
- Ask for help whenever you need it and seek to help others who may need it
- Be enthusiastic and solutions-focused
- Build internal and external rapport and communicate using discretion and diplomacy

How we will reward you

The basic salary is £31- £35,000 depending on experience. We provide a supportive, flexible and often autonomous working environment.

Who you will be reporting to and working with

You will report to the Global Policy Director and work closely with our Policy & Research Coordinator. You will also work frequently with our Head of Design, Content Coordinator/Designer and other project managers on the team.

You will hold or actively support relationships with key partners such as Wikirate, Fair Trade Advocacy Office, IndustriALL, Traidcraft, Clean Clothes Campaign/Labour Behind the Label, Good On You, Open Apparel Registry, Freedom Fund, Laudes Foundation, UNFCCC and UNECE.

How to apply

Please send your CV and a covering letter to recruitment@fashionrevolution.org by 5pm, 26th March 2020.

Please note we are interviewing on a rolling basis for this role.