



**FASHION  
REVOLUTION**

Dear applicant,

Thank you for showing an interest in applying for a position working with Fashion Revolution.

Fashion Revolution strives to be action-oriented and solution focused. Rather than making people feel guilty, we help them recognise that they have the power to do something to make positive change. We celebrate fashion as a positive influence while also scrutinising industry practices and raising awareness of the fashion industry's most pressing problems. We aim to show that change is possible and encourage those who are on a journey to create a more ethical, sustainable and transparent future for fashion. We try to always be bold, provocative, inquisitive, accessible and inclusive.

This is a newly created role to help us deliver an exciting new project. We are looking for an exceptional candidate to join our dynamic, passionate team.

Fashion Revolution is strong because it is diverse. We do not discriminate in hiring practices and actively seek a diverse applicant pool. We encourage candidates of all abilities, ages, gender identities and expressions, national origins, races and ethnicity, 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 socio-economic backgrounds and perspectives on the world. We use the Rooney Rule in our hiring process.

Enclosed with this recruitment pack you will find the role description and person specification for the post along with a diversity and inclusion form. If you wish to apply, then please make sure that you complete the diversity and inclusion form, submit your CV and send a statement covering the reasons why you fit the role description. We will only consider those applications that have completed all requested elements.

Yours faithfully,

Gloria Davies-Coates  
Governance & HR Manager.

## Diversity and Inclusion Monitoring Form

This section of the application process will be detached and will not be used in the selection process or for any other use other than this purpose. Fashion Revolution recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

It would assist us greatly if you would complete this monitoring form so that we can use the information for statistical purposes to monitor the implementation of our Equal Opportunity and Diversity policies.

### Gender

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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### Age

18-24	<input type="checkbox"/>	25-34	<input type="checkbox"/>	34-44	<input type="checkbox"/>	45-54	<input type="checkbox"/>	55-64	<input type="checkbox"/>	65+	<input type="checkbox"/>
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**Ethnicity** Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box below.

Arab – Middle Eastern	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>
Arab – North African	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>
Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Mixed – White and Caribbean	<input type="checkbox"/>
Asian or Asian British – Indian	<input type="checkbox"/>	Other Black background	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	Other Ethnic background	<input type="checkbox"/>
Black or Black British – African	<input type="checkbox"/>	Other Mixed background	<input type="checkbox"/>
Black or Black British – Caribbean	<input type="checkbox"/>	Other White background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	If 'other' ticked, please specify if you wish:	<input type="checkbox"/>
Japanese	<input type="checkbox"/>	White – British	<input type="checkbox"/>
Latin American	<input type="checkbox"/>	White – Irish	<input type="checkbox"/>
	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

**Sexual orientation** - Please tick the boxes which describe you most closely.

Persons of the opposite sex	<input type="checkbox"/>	Persons of the same sex	<input type="checkbox"/>
Persons of the same and opposite sex	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

**Religion or belief** - Please tick the boxes which describe you most closely.

Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Other (please detail below:))	<input type="checkbox"/>
Hindu	<input type="checkbox"/>		<input type="checkbox"/>
Jewish	<input type="checkbox"/>	No religion	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

**Disability** The Equality Act 2010 defines disability as ‘A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.’ Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

**Do you have a disability as defined in the Equality Act 2010?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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**If yes, please state the nature of your disability or long-term condition:**

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**Thank you for taking the time to complete this form.**



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**Role Description:** Project Manager (20-40hrs per month to fit in with project timescale for 2.5 years)

**Location:** This role is UK home-based. The successful candidate must have easy access to London for occasional meetings in London.

### **Who we are and why we need you**

Fashion Revolution is a global movement that works for a more sustainable fashion industry, campaigning for systemic reform of the industry with a special focus on the need for greater transparency and sustainability in the fashion supply chain.

We work all 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 mission is to unite the fashion industry and ignite a revolution to radically change the way our clothes are sourced, produced and purchased so that what the world wears has been made in a safe, clean and fair way.

We believe that collaborating across the whole supply chain; from farmer to consumer; is the only way to transform the entire industry. Fashion Revolution brings everyone together to make that happen. This is an exciting opportunity to join an impressive team with a great opportunity to drive our strategic development, brand development and digital transformation.

### **The role**

In this newly created role of COSME Project Manager we need you to lead on a consortium project related to raising public awareness of SME led sustainable and circular fashion and open-sourcing project toolkits and resources.

### **What we need you to do for us**

- Work with the Head of Finance to manage the procurement process (drafting Terms of Reference, launching tenders, evaluation of proposals, etc.)
- Monitor the projects against outcomes, timeframe deliverables and KPI
- Write progress reports, and propose action if and when needed
- Have a clear overview of the financial progress of projects/programmes and advise the Delegation on procurement, tenders and payments
- Manage project evaluations
- Externally represent the organisation with senior stakeholders

### **This job is ideal if you are motivated to**

- Take the initiative having considered and understood what is required
- Take ownership of your work and achieve what you set out to do
- Empathise with and support others whilst remaining focused on your objectives
- Build rapport and communicate using discretion and diplomacy
- Evolve and build on your skills and experience to achieve better results
- Motivate yourself and enjoy making decisions having taken outside opinions into account.
- Be an engaged implementer

## **Essential Experience and Skills**

- At least 3 years' experience as a project manager working within an EU funding context
- Delivering clear results for Fashion Revolution
- Demonstrate understanding of risk management policies and procedures and record of following them.
- Responsible for the oversight of the different elements of the project across internal organisational functions
- Responsible for writing all reports and narrative where necessary, and working with Head of Finance to ensure all reporting written with accuracy and in a timely manner
- Responsible for managing the critical path, planning timeline and ensuring the team members are held to meeting milestones and delivering outputs on time
- Act as point of Liaison with the partner and their various team members
- Responsible for working with Head of Finance to make sure resources are allocated adequately throughout the timeframe of the project deliverables

## **How we will reward you**

The basic salary is £30,000 - £34,000 pro rata depending on experience. We provide a supportive, flexible and often autonomous working environment.

## **Who you will be reporting to**

You will be reporting directly to the Global Network Manager with a dotted line to the Head of Finance.

## **How to apply**

Please send your CV, Covering letter and completed Inclusion Form to [recruitment@fashionrevolution.org](mailto:recruitment@fashionrevolution.org) by midday 31st August 2020.

Interviews are likely to take place beginning of September.