



December 2020

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 new role created after a restructure of our Policy & Research department, to help us deliver our policy and advocacy work. We are looking for an exceptional candidate to join our high calibre policy and research team that will be equally comfortable doing hands on research as well as managing and developing critical paths and project budgets.

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 team includes 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 an 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. Please note applicants must have the right to work in the UK and be resident in the UK for this role.

We will only consider those applications that have completed all requested elements.

Yours faithfully,

Gloria Davies-Coates  
Head of Operations and Governance



**Role:** Policy & Research Manager  
**Hours:** 32 hours per week (potential to increase to 40 hours depending on funding)  
**Salary:** £36,000 - £39,000 per annum pro rata  
**Location:** This role is home-based. The candidate must reside in the UK and have permission to work in the UK. The successful candidate must be able to travel to London for occasional meetings (once possible to meet in person again).

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

Founded in the wake of the Rana Plaza disaster in Bangladesh, Fashion Revolution has become the world's largest fashion activism movement, mobilising citizens, industry and policymakers through their research, education and advocacy work.

Fashion Revolution works towards a vision of a fashion industry that conserves and restores the environment and values people over growth and profit.

Our team is entirely home-based, and we use Slack, Zoom, Google Drive and other online platforms to work together collaboratively and efficiently. When it becomes possible again to meet in person, we will try to meet together as a team every few months in London.

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

### **About this role**

The successful post-holder will be supporting the delivery of policy and research related programming, projects and activities at Fashion Revolution.

You will report directly to the Global Policy Director and help line manage two Policy and Research Coordinators to deliver a number of the organisation's key projects including the annual Fashion Transparency Index, two national Indices in Brazil and Mexico, our partnership with the Tamil Nadu Alliance and a range of other policy advocacy activities.

The successful post-holder will take primary ownership for the successful coordination and delivery of the annual global Fashion Transparency Index, including recruitment and contracting freelance researchers, coordinating consultation committee, brand research, data collection and collation, data analysis, writing up results, monitoring and reporting activities, and ongoing stakeholder engagement (mainly with donors, fashion brands, other NGOs, investors, press and policymakers). You will also take ownership for developing and managing the policy and research team's critical path, ensuring we deliver all our activities and outputs to time and budget.

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

## Key responsibilities

### Project management and research:

- Overall project owner of the annual global Fashion Transparency Index with responsibility for developing, managing and delivering the project (including methodology revisions, coordinating consultation process, leading brand engagement, recruiting and managing freelance researchers, conducting research, qualitative and quantitative data analysis, data management, report drafting, project evaluation and reporting)
- Produce high quality research analysis and draft well articulated research findings in support of existing and future funded projects
- Where possible seek additional funding to support and scale the Fashion Transparency Index
- Keep up to date with latest external research, legislation and policy on issues related to supply chain transparency, human/labour rights and environmental impacts

### External relationship management and advocacy:

- Provide strategic partnership outreach and management, in support of the Global Policy Director, and related to the the Fashion Transparency Index as well as other advocacy issues
- Represent Fashion Revolution in meetings, presentations and events with external stakeholders
- Provide support for directors, staff and external relationships to ensure others are aware of relevant industry and policy developments so that we can take advantage of windows of opportunity and address implications in a timely way
- Contribute to campaign brainstorming and planning related to policy and industry advocacy
- Contribute written blogs on behalf of the policy team to our website and post about policy-related content and news on our LinkedIn, Facebook and Twitter channels

### Strategy and team management:

- Own and manage the policy and research team's overall critical path, ensuring that all projects and activities across the team are delivered on time/budget and troubleshooting where unexpected events occur or things take longer than expected
- Support line management of at least two junior colleagues
- Support the Global Policy Director and Head of Finance with the development of fundraising bids and project budgets for the policy and research team

- Work with colleagues across the organisation to provide technical policy and research expertise to inform and help shape our strategy, operations and campaigns
- Be part of the Senior Management Team, which helps drive organisation-wide strategy and make key decisions on behalf of the entire organisation
- Organise and attend team meetings, maintaining excellent communication with other staff across the organisation and embody a positive culture of sharing, learning and strategising
- May also be required to take on other duties as need arises to help drive forward our mission and vision

### **Experience and capabilities required**

- 5+ years experience in project management, preferably in a relevant NGO or CSR role
- Experienced with creating and managing critical paths and using project management tools
- Experience creating and managing budgets
- Excellent qualitative and quantitative research and data analysis, with the ability to understand and interpret complex information and data, and produce clear and precise synthesis of lengthy technical reports, policy papers, academic studies and market research
- Excellent Microsoft Excel skills with the ability to create data tables, charts, macros, formulas and data validation
- Strong writing skills; able to turn complex and technical information into digestible and compelling analysis
- Strong communication skills; able to deal with colleagues and external partners with diplomacy, empathy, sensitivity and fairness
- Demonstrable understanding of sustainability, labour rights and supply chain transparency issues within the context of the global fashion industry
- Very strong attention to detail; highly organised, thorough, accurate and able to meet deadlines
- Ability to think logically and strategically
- Must be fluent in written and verbal English
- Comfortable working autonomously and independently, using own self-initiative

### **Desired knowledge/skills and personal attributes**

- Established relationships with grant-making bodies, grassroots groups, NGOs or relevant companies in the fashion and textiles sector

- Knowledge of the policymaking landscape, government decision-making processes and relevant legislation, preferably in the European Union and/or the UK
- Proficient in statistical analysis
- Fluency in another language such as Spanish, French, Italian and/or German
- Potential ability and interest in travelling internationally (when this is possible again)

### **How we will reward you**

The basic salary is £36,000-39,000 per annum (pro rata). There is potential to increase to 40 hours per week depending on future funding. We provide a supportive, flexible and often autonomous working environment.

You will receive 28 days annual leave, including bank holidays.

We operate a pension scheme with NEST, contributions are at a minimum of 3% for employers and 5% for employees.

### **Who you will be reporting to and working with**

You will report to the Global Policy Director and help line manage two Policy and Research Coordinators. You will also work with the Head of Finance whenever appropriate and be part of the Senior Management Team to work cross functionally in the organisation.

### **How to apply**

A full application comprises of:

- Your CV (**please redact your name and other personal details from your CV**)
- Supporting statement
- [Completed Inclusion Form](#)

Please email [recruitment@fashionrevolution.org](mailto:recruitment@fashionrevolution.org)

Applicants must have the right to work in the UK and be resident in the UK for this role. Applicants that do not provide all the requested information will not be shortlisted.

Please ensure that you have redacted your name and personal details from your CV. We do our best to remove unconscious bias from our shortlisting process. Unredacted CV's will not be taken forward.

Deadline for applications: 5pm, 22 January 2021