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.

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

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).

Applicants must have the right to work in the UK and be resident in the UK for this role.

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 extensive stakeholder engagement (mainly with donors, fashion brands, other NGOs, investors, press and policymakers), in-depth and detailed quantitative and qualitative research, data collection and collation, data analysis, writing up results, recruitment and contracting freelance researchers, coordinating project meetings, monitoring and reporting activities, and ongoing stakeholder engagement. 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.

Candidates must have a strong and demonstrable understanding of supply chains in the global fashion industry.
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**

**Research and Project Management:**

- Project manage the annual global Fashion Transparency Index with responsibility for developing, researching, 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 policy and advocacy related partnership outreach and management, in support of the Global Policy Director, and related to the the Fashion Transparency Index as well as other issues relevant to the fashion supply chain
- 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 fashion and textile 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 and supply chain related content and news on our LinkedIn, Facebook and Twitter channels

**Strategy and team management:**

- Develop, monitor 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, research and supply chain 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

- Demonstrate a strong understanding of sustainability, labour rights, supply chain and transparency issues within the context of the global fashion industry
- Knowledge of the policymaking landscape, government decision-making processes and relevant legislation, preferably in the European Union and/or the UK
- 5+ years experience in project management, preferably in a relevant policy advocacy 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
- 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
- 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.

Applicants must have the right to work in the UK and be resident in the UK for this role.

How to apply:
Please click here to apply.