FASHION
REVOLUTION

February 2022

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.

We are looking for someone that is an organised, technical project manager. As this role supports our voluntary country teams in the global movement and our Fashion Open Studio programme, to be successful you will need to demonstrate that you have a great eye for detail, are a consummate professional and have an understanding of working across multiple disciplines. The role provides support during a very busy period of delivery for the teams.

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 that we require all applicants to remove personal information from their CV and cover letter (name, address, photo etc) as we are trying to remove unconscious bias from our hiring processes. If you fail to remove personal details, your application will be automatically rejected.

Another important thing to be aware of is that applicants must have the right to work in the UK and be resident in the UK for this role.

We look forward to hearing from you.

Yours faithfully,

Gloria Davies-Coates
Head of Operations and Governance

Role: Project Manager
Hours: 32 hours per week, with potential to move to full time
Contract: 12 months, with potential to move the longer term
Salary: £28,000 pro rata per annum
Annual leave: 28 days pro rata per annum
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.

Role Description

This role will provide project management and administrative support to the Fashion Open Studios programme and Global Network.

Global Network

Fashion Revolution Country Offices are legally registered non-profit organisations in several countries and form the official, year round affiliation network. The Country Offices work in direct affiliation with Fashion Revolution CIC and Foundation, they advise and help to develop the global strategy on various levels and they also create, pursue and develop their own regional strategies, for programming and fundraising.

Fashion Revolution Country Teams are voluntary groups coordinated by a Country Coordinator (CC) who voluntarily takes on the roles and responsibilities associated with this position. Voluntary groups are made up of individuals who come from all areas of the fashion industry, give Fashion Revolution its strength and reach and provide people around the world with the opportunity to engage, in particular during Fashion Revolution Week. From 2020 these voluntary groups will establish simple group constitutions which help them to operate as a collective while sharing common values and principles with the rest of the global network.

Fashion Revolution Country Coordinators (CCs) are the leaders of country teams. There is only one CC per country elected by their group and then appointed by the CIC. They liaise with the CIC and coordinate a team to carry out important functions such as: to facilitate and distribute Fashion Revolution campaign materials, communication strategy and policy asks; coordinate and activate all the stakeholders within their country to engage with Fashion Revolution in accordance with the global guidelines; compile and submit annual reports on their impact, progress and feedback.

This role is critical to the success of managing the support needs of the Global Network.

Main tasks and responsibilities:

- Manage and respond to the regular requests of the Global Network
- Support on ensuring governance, due diligence procedures and monitoring are in place
- Follow up and record contracts and MOUs with global partners and country teams, including monitoring the processing, filing and implementation of contracts
- Support global network volunteers to become personally empowered as Fashion

Revolution's representatives and ensure they have the tools and resources required for their work in a timely manner.
- Support Global Network Manager in implementation of a critical path in collaboration with the global team
- Support organisation and logistics of key Fashion Revolution campaigns and events in countries around the world
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- Develop and maintain systems for the Fashion Revolution Global Network
- Liaising with colleagues in operations and finance functions to manage budgets, payments and operational needs of projects and contributing to monitoring where necessary
- Support in the Global Network manager in the administration of the Fashion Revolution's global network
- Develop and implement systems, processes and practices to improve facilitation of the global network
- Support Global Network Manager on process related to both Country Teams registrations and voluntary group onboarding.

Fashion Open Studio

We need an extremely organised, meticulous administrator and project manager to support the FOS team on bringing to life FOS 2022 during FRW, and additional events, and assisting in growing partnerships and outreach.

This role will involve liaising with selected designers to take part in Fashion Open Studio events in the UK and across the global network, some 50 individual events during FRW as well as event programmes outside of FRW throughout the year.

Main tasks and responsibilities:

- Effective management of critical path planning, organising and curating events, workshops and talks for FOS
- Support FOS team in working with designers and brands to create relationships and promote transparency and best practice
- Oversee the reorganisation of the FOS filing system and designer's database into a more functional and efficient system for storing and sharing information.
- Support in process documentation agreements timelines etc to create partnerships
- Helping to liaise with PR on lists, contacts, planning
- Lead liaison with partners once the MOU has been signed
- Effective management of project budgets liaising with the FOS Programme Manager and Head of Finance
- Management of meetings with internal team and external third parties
- Ensure the smooth running of the project within Fashion Revolution

Experience and capabilities required

- 2 years experience in project management or coordination, preferably in a relevant NGO
- Experienced with creating and managing critical paths and using project management tools
- Excellent Microsoft Excel skills
- 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

- Knowledge of the global fashion industry
- Understanding of volunteer management
- Fluency in another language such as Spanish, French, Italian and/or German

Other requirements of the role

Flexibility to be able to work in different time zones as and when project work requires.

How we will reward you

The basic salary is £28,000 per annum (pro rata).

We provide a supportive, flexible and often autonomous working environment. You will receive 28 days pro rata 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.

You will work with:

You will work closely with the Global Network Manager, Programme Manager for FOS, and Special Events Curator.

You will also liaise frequently with members of the Global Network, project partners related to Fashion Open Studios and the wider Fashion Revolution central team.

You can also expect to work with the Global Community Director on Global Network related issues.

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 here

Please address your application to Niamh Tuft at recruitment@fashionrevolution.org

Deadline for applications: 17:00 GMT on 30 March 2022

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.

Interviews will be held on a rolling basis. Fashion Revolution reserves the right to withdraw the role prior to the published deadline if a suitable candidate is found.