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 maternity role created to support our Policy & Research department whilst our Global director is on maternity leave. We hope the opportunity to help us deliver our policy and advocacy work and drive our campaigning strategies will prove an exciting and worthwhile endeavour for the person joining our team. We are looking for an exceptional candidate to join our senior team as we come up to the 10th anniversary of Fashion Revolution. We have some interesting work to do together to continue the movement and the mission.

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.

If this sounds like something you would be interested in and have the skills and experience for, please read on. Enclosed with this recruitment pack you will find the role description and person specification for the post. Please address your application to Maeve Galvin.

Yours faithfully,

Gloria Davies-Coates
Head of Operations and Governance
ROLE AND PERSON SPECIFICATION

Role: Head of Policy & Industry
Contract: 10 months from October 2022
Hours: up to 32 hours per week (8 hour day)
Remuneration: £150 - £190 per day
Accountable to: Director Team in the first instance.
Location: This role is home-based.

The successful candidate must have easy access to London for occasional meetings.

Applicants welcome from Europe and able to travel to Brussels for the Good Clothes, Fair Pay campaign activities.

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

The role requires you to bridge the gap between being hands-on and operating at a strategic level. You will line manage, mentor and coach the Policy & Research team, with three team members. At the same time, you will be hands-on securing new partnerships and funding for Fashion Revolution’s policy advocacy and campaigning work.

- Be the organisational lead for policy and campaigning, maintaining intelligence on latest relevant legislation and campaigning strategies and tactics
- Act as team lead on strategy implementation of the 2022-2027 organisational strategy.
- Working closely with the Directors and the Comms & Creative team to drive the voice of Fashion Revolution on specific campaign matters
- Engage with the CIC Members Group and contribute to its meetings
- Provide counsel and advice on all matters related to policy, research, campaigning and the organisation’s reputation and relationships
- Provide advice and guidance on policy and campaigning to the Global Network, working closely with the Global Network Manager
- Be a proactive ambassador and key spokesperson for Fashion Revolution
- Oversee team to deliver the FTI global, Brazil, ECI; COSME, ECF and any incoming projects
- Act as the team lead on various policy engagements including the EU textile strategy. In 2023, this role will also need to develop the Fashion Revolution EU advocacy strategy.
- Oversee and sign off any budget, expenditure and financial activity related to the policy team, including reviewing and signing any contracts, partnership agreements and invoices.
- Oversee, with ultimate responsibility, and support/help put together grant bids that include policy team projects or led by policy team work.
- Oversee the team's working hours in Tsheets, sign off holiday requests and anything related to their working hours and working environment.
- Mentor and provide guidance and supportive, nurturing environment to the team to enable them to do grow and do their best work.
- Act as the policy team's voice and champion at leadership-level in decision-making.
- Lead reporting on policy teams activities for the Laudes, ECF, ECI and other policy team grants.

**ECI: Good Clothes, Fair Pay campaign**

**Overall project coordination**

- Ensure that the ECI project is delivered on-time, within scope and within budget.
- Ensure the project campaign work is communicated to the committees and project donors.
- Manage external contractors and contributors including legal support, political outreach support and project intern.
- Create and maintain comprehensive project documentation including all documentation for meetings, minutes and actions, and strategy reports.

**Manage the political outreach strategy of the campaign**

- Work with our political consultant on the outreach strategy in terms of which MEPs and other stakeholders to approach and our messaging towards them.
- Manage key political relationships.

**Coordinate the ECI committees**

- Arrange monthly Citizens’ Committee meetings, send an agenda, facilitate the meeting and lead any follow up actions.
- Ensure the Citizens’ Committee are updated from a campaign and content perspective and equipped to represent the ECI.
- Arrange bi-monthly Steering Committee meetings, send an agenda, facilitate the meeting and lead any follow up actions.
- Ensure the Steering Committee are updated from a project governance and content perspective and can guide the project.
- Provide quarterly budget updates to the Steering Committee.
- Respond to all committee member requests in a timely manner.
- Arrange committee members costs and travel where relevant.
- Oversee all external and internal project and communications and messaging alongside the committees and relevant partners including messaging towards different campaign audiences.

**Coordinate Donor Relations**

- Lead fortnightly project team meetings with ASN Bank updating them on project progress and highlighting any challenges.
- Lead financial reporting, compiling budgets from Fair Wear, Fashion Revolution and others to report on overall project finances.
- Ensure contractual commitments are met with ASN and Laudes.
- Respond to Laudes request for updates, reporting and progress on Laudes rubrics reporting.

**Partner Outreach**

- Support the campaign team with new partner outreach.
PERSON SPECIFICATION

EDUCATION & QUALIFICATIONS

- A degree or equivalent level of work experience in a subject with knowledge and skills applicable and transferable to this role.

KNOWLEDGE & EXPERIENCE

- Established excellence in campaigning, organising and/or advocacy at all levels
- Knowledge of mapping movements and political landscapes and the ability to assess which methods will be most effective at which time, given the available levers
- Record of building partnership and alliances with others to deliver tangible change, ideally within the fashion and textiles sector
- Practical experience of working in a think tank, campaigning organisation, government (at a local, national or international level), or another NGO, trade union or community-based organisation
- Experience of organisational leadership and managing teams
- Experience of project management methodologies
- Demonstrable experience of successful fundraising
- Experience of dealing with the media, shaping the news agenda and delivering messages that cut through
- Thorough understanding of the value of good project design and sound financial management in order to ensure successful project delivery
- Understanding of how communities, institutions and movements have worked in a sustained way to bring about systemic change, including a knowledge of community organising and successful campaigning strategies
- Understanding of creativity and culture
- Knowledge and interest in human rights and environmental issues as it pertains to the global fashion and textiles industry
- Experience of working on living wages desirable but not essential

SKILLS & ATTRIBUTES

- The ability to develop and implement an effective organising, campaigning and advocacy strategy
- The ability to represent an organisation across a range of media and to present compellingly and credibly
- Strong relationship-building, facilitation and influencing skills
- The ability to set standards, provide guidance, and create and maintain processes to support colleagues to deliver work to a consistently high standard
- The ability to lead, develop and negotiate with a range of stakeholders with diverse interests and motivations to deliver effective campaigns and achieve the desired outcomes

What we need you to do for us

In the first 3 months:

- Support the Fashion Revolution’s policy team’s preparation for the 2023 Fashion Transparency Index research
- Lead project management for the Good Clothes, Fair Pay campaign including reporting to the Steering and Citizen Committee on campaign progress.

How we will reward you
£150 - £190 per day for the contract period. There is potential to discuss hours per week, we have set 32 hours per week based on what we believe is achievable but candidates may wish to work less once they talk to us more about deliverables, during the interviewing process.

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

You will be reporting into the Directors team in the first instance.

You will line manage the Policy & Research Manager who in turn manages two Policy & Research Coordinators. You will work cross functionally and interact with our SMT.

You will also be invited to participate in the Policy Working Group we have set up with our Global Network teams.

You can be expected to be introduced to our partners during your induction process and will hold your own relationships with leading organisations that ally with our work as well as other policy, research and campaigning organisations.

**HOW TO APPLY**

You will need to upload your CV and a cover letter to the charityjob portal along with completing a diversity and inclusion monitoring form.

CharityJob application Link: https://www.charityjob.co.uk/jobs/fashion-revolution/head-of-policy-industry/841740?tsId=8

Diversity & Inclusion Form: https://forms.gle/iKJpjy3xuZQLtiMY9

Deadline for applications is 03 August 2022 at 12:00 BST

Interviews will be held in August there are likely to be at least 2 interview stages and potentially 3.

If you have any queries or concerns please do not hesitate to contact Gloria (Head of Operations & Governance) by emailing recruitment@fashionrevolution.org