



**FAIRTRADE**  
AUSTRALIA  
NEW ZEALAND

## POSITION DESCRIPTION

<b>TITLE</b>	Producer Support Program Manager
<b>RESPONSIBLE TO</b>	Chief Executive Officer
<b>DURATION</b>	Full time, Contract/Ongoing
<b>HOURS</b>	Minimum of 40 hours per week
<b>LOCATION</b>	Auckland, New Zealand

## THE ORGANISATION

Fairtrade Australia and New Zealand (FANZ) is a dynamic and enterprising poverty alleviation and development organisation which for 3 decades has been working to make trade fair. The Fairtrade global trading system is engineered for inclusive growth outcomes to enable all farmers and workers to have sustainable livelihoods, thus the freedom to decide their own futures. We are best known as the independent, not-for-profit body behind the Fairtrade Mark, which is the most recognised & trusted ethical label in the world.

Fairtrade ANZ is governed by a Board of Directors and is a member of Fairtrade International, a global network of producers and workers in 75 countries who are half owners & Fairtrade products are sold in 125 countries. Transforming trade to create a fair future with social justice and respect for the dignity of every person is at the core of Fairtrade's approach. That starts with paying fair prices and pushing for decent livelihoods for all farmers and workers and working systemically to ensure that supply chains are sustainable and transparent.

The global Fairtrade network includes farmer and worker cooperatives in Africa, Asia-Pacific and Latin America/Caribbean. As co-owners of the global Fairtrade system, worth over \$15 million USD in annual retail sales of 11,000 products; small producers occupy half the global board and General Assembly where all critical strategic, financial and risk decisions are taken. In Fairtrade, small producers and workers not only own the coffee or cotton they produce – but they own the only globally scaled comprehensive trading system engineered to make trade fair for everyone.

We are a global system that supports companies to act faster and transparently, farmers and workers to benefit more, and consumers to act directly to support producers to create a fair & sustainable future.

In 2021, Fairtrade International and Fairtrade ANZ embarked on an ambitious new five-year strategy to empower consumers and businesses to choose fair.

## THE TEAM

Fairtrade ANZ's Producer Support team works in Fiji, Papua New Guinea, Timor-Leste and the Pacific Islands, supporting producers to develop strong and resilient producer organisations and businesses with the central objective of the sustainable development of their communities. The team gives guidance and training on certification requirements, helping producers to access Fairtrade markets. It facilitates relationships with buyers, liaises with support agencies and promotes the development of the regional Fairtrade network.

### Fairtrade Australia & New Zealand

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## THE ROLE:

The Producer Support Program Manager oversees all aspects of Fairtrade ANZ's Pacific producer support program, including strategy development; design, delivery and review of donor-funded programs; research and relationship building with regional and international stakeholders; and oversees and ensures the high performance of the diverse and dynamic Producer Support team.

## Key Tasks and Responsibilities

- Oversee all Producer Support programmes, including planning, implementation, reporting, and Monitoring, Evaluation and Learning
- Support the development of all policies related to Producer Support work and ensure they are being implemented by staff, contractors and project partners
- Oversee producer support to cocoa producer organisations in Papua New Guinea
- Manage Producer Support team human resource processes, including hiring, contracting, induction, performance management, KPI setting and annual reviews
- Represent the Producer Support team and contribute to the organisation's overall strategic direction on the Leadership Team
- Manage the relationship with the Producer Support Expert Advisory Panel
- Serve as the Fairtrade ANZ Focal Point for the Protection and Safeguarding of Children and Vulnerable Adults
- Research and develop programmes that scale up Fairtrade in the Pacific
- Support CEO to oversee and build relationships with the Ministry of Foreign Affairs and Trade (MFAT) and the Council for International Development (CID) in New Zealand
- Support CEO with securing/continuation of funding from MFAT and other donors with focus on Pacific and the potential for Wider Pacific
- Oversee and build relationship with partners (specialized agencies, local partners) to enhance Producer Support work in the wider Pacific

## Skills requirements:

### *Technical Knowledge and Experience*

- University degree in International Development, economics, business or other relevant discipline
- At least 5 years' experience in a senior role involving Producer Support and team management.

### *Professional Skills*

- Practical experience in community and agriculture-based development in the Pacific
- Experience in the management of diverse and geographically dispersed teams

- Ability to organise work and collaborate effectively with a wide range of teams, and work with individuals of different national and cultural backgrounds, including networking across organizational boundaries
- Experience working with the Fairtrade system, and a sound knowledge of Fairtrade Standards, processes, core services and international market
- Excellent English written and oral communication and presentation skills
- Strong analytical skills applied to project support and review
- Strong time and project management skills

*Personal Attributes*

- Strong commitment to Fairtrade’s mission, vision and values
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Capacity to work under pressure and to meet strict deadlines
- Excellent interpersonal skills
- Availability and willingness to travel according to the needs of the Producer Support team

***Fairtrade ANZ is committed to equal employment opportunity and embraces diversity and inclusion within its workforce. As such, people from diverse backgrounds are encouraged to apply. This includes, but is not limited to Aboriginal and Torres Strait Islander People, People with Disability, Women and People from Culturally and Linguistically Diverse backgrounds.***

- Please direct applications to: [kavita@fairtrade.com.au](mailto:kavita@fairtrade.com.au) that includes:
  - a covering letter with reference to stated competencies
  - an up-to-date resume