

## POSITION DESCRIPTION

<b>TITLE</b>	Monitoring, Evaluation and Learning (MEL) Lead
<b>RESPONSIBLE TO</b>	Partnerships Manager & Climate Advisor
<b>DURATION</b>	12 months contract
<b>HOURS</b>	5 DAYS / 38 HOURS A WEEK
<b>LOCATION</b>	Melbourne, Australia / Auckland, New Zealand

## THE ORGANISATION

Fairtrade Australia and New Zealand (ANZ) is a dynamic and enterprising poverty alleviation and development organization 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 recognized & 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 OPPORTUNITY

The Monitoring, Evaluation and Learning (MEL) Lead establishes and ensures the smooth running of all MEL systems across the organisation; leads the organisation's research, evaluation and learning activities; and provides an organisation-wide view of our internal performance in programmes by consolidating data sets from across the organisation to support organisational decision making, as well as donor reporting. They also serve as a key member of Fairtrade ANZ's Producer Support team, producer support and capacity building services, project design, planning, implementation and reporting, research, as well as relationship building with relevant stakeholders in the region.

### Fairtrade Australia & New Zealand

Head Office  
Level 3, 33 Lincoln Square South | Carlton | VIC 3053 |  
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**Web** [www.fairtrade.org.nz](http://www.fairtrade.org.nz)



## Key Tasks and Responsibilities

### *The MEL Lead will:*

- Develop and manage the organisational implementation of Monitoring, Evaluation and Learning systems
- Management of baseline, indicator and target development, and monitoring frameworks for all producer support-implemented projects
- Support all teams to develop programme-specific monitoring and evaluation frameworks as needed
- Management of all producer facing research, impact and evaluation projects
- Build capacity and ensure understanding of staff and volunteers in correctly implementing MEL systems and utilise MEL data to inform programme implementation and development.
- Oversee pacific communications strategy, content creation and liaison with internal teams and external partners
- Support the development of resources to demonstrate Fairtrade's impact (reports, article and videos)

### *Under the overall guidance of the manager, the MEL Lead will:*

- Oversee producer support services for selected Pacific products and countries
- Support the implementation of donor-funded producer support projects, with a focus on overseeing the Fairtrade Co-Investment Fund
- Assist the Producer Support team in ensuring the quality of periodic progress reports as well as annual work plans and activity schedules

## Skills requirements:

### *Qualifications*

- University degree in international development, management, economics or similar

### *Professional Skills*

- Experience in programme design and monitoring and evaluation, including design
- of systems and tools
- Experience in creating and implementing a vision for the strategic contribution of
- MEL across an entire organisation
- Proven success in designing and leading research projects, ideally in a multi-site
- context
- Excellent data analysis and report writing skills
- Excellent IT skills in use of Excel and ideally with experience of using Power BI and Kobo ToolBox
- Practical experience in community and agriculture-based development in the Pacific

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- 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
- 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 organisational boundaries

#### *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 for extended periods according to the needs of selected producer organisations

Please note that the role is only open to individuals who already hold New Zealand or Australia residency or citizenship, due to immigration rules and restrictions.

To apply for this position, please send your CV and cover letter detailing how you align to the skills and attributes to [psr@fairtrade.org.nz](mailto:psr@fairtrade.org.nz) by/before 28<sup>th</sup> August 2022.

***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.***

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