

# Job: Planning and Projects Officer

## World Fair Trade Organization (WFTO)

**Reports to:** Planning & Projects Manager.

**Contract:** 24 hours/week, negotiable. 6-month contract with possibility of extension.

**Remuneration:** EUR 1100 - 1200 (gross, part-time) depending on experience.

**Location:** WFTO Office, in Culemborg, the Netherlands (working language is English).

**Timeline:** To start February 2019, negotiable.

### OVERVIEW

- Working on a range of projects that support Fair Trade Enterprises
- Part of small team, working closely with senior leadership
- Global role, regularly engaged with people from across the world
- Early career professionals with limited experience encouraged to apply

### BACKGROUND

The World Fair Trade Organization (WFTO) is the home of Fair Trade Enterprises. With a membership of over 400, we support and represent Fair Trade Enterprises from over 72 countries, and the organisations that support them. Our members are social entrepreneurs and artisans, farmers and campaigners, innovators and Fair Trade pioneers.

A Fair Trade Enterprise has Fair Trade as its identity. This means a full commitment to the 10 principles of Fair Trade as their core mission. WFTO members have been assessed by their peers and have been independently audited to confirm this. Our Standard looks at every aspect of a business and confirms whether it is truly a Fair Trade enterprise. We verify that the entire business and its systems for managing their supply chains have embraced Fair Trade and prioritise the interests of farmer, workers and artisans.

WFTO is governed by an elected Board of nine directors and maintains a small office in Culemborg, the Netherlands, to co-ordinate its activities. There are also multiple regional branches of the WFTO that maintain small offices.

### POSITION SUMMARY

The Planning and Projects Officer will join the WFTO team under the Planning & Projects Manager. S/he will be tasked with providing assistance in all areas contributing to the WFTO Strategic plan, ranging from supporting projects and events management to maintaining external donor relationships.

### MAIN TASKS and RESPONSIBILITIES

Main tasks will include (assisting in) the following:



#### Address

WFTO World Fair Trade Organization,  
Godfried Bomansstraat 8-3,  
4103 WR Culemborg, The Netherlands



#### Phone | Email | Online

Phone: +31(0) 345 53 6487  
Email: [info@wfto.com](mailto:info@wfto.com)  
Website: [www.wfto.com](http://www.wfto.com)



- Support planning for key events (especially the upcoming International Fair Trade Summit)
- Support preparations for trade fairs where WFTO has a presence (especially Ambiente and New York Now)
- Research and develop projects (including fundraising) that deliver the WFTO Strategic Plan.
- Communicate with all relevant stakeholders to ensure deadlines are met.
- Where required, preparing and reviewing materials prepared for CE approval for accuracy, format and spelling/ grammar.
- Where required, anticipate and prepare materials needed by the CE for conferences, correspondence, appointments, meetings, telephone calls, and other engagements.
- Where required, assisting in the preparation of conferences, Annual General Meetings, and other events.
- Responding to routine requests for information concerning offices procedures, determines which requests should be referred to the CE, other appropriate staff member, or other offices.
- Keeping track on trends and innovations and creating information and tools for members.
- Undertakes project management and reporting as needed.

The officer may be expected to perform additional tasks to support other staff members within the framework of the employment contract.

## **KEY COMPETENCIES and PERSONAL ATTRIBUTES**

### **Essential**

- Bachelor degree OR relevant vocational training (MBO).
- Strong administrative skills combined with an organised and methodical approach to work; attention to detail and able to meet deadlines.
- Strong sense of initiative, and ability to anticipate needs and proactively problem-solve using sound judgement.
- Fluency in spoken and written English.
- Ability to handle confidential and sensitive information.
- Integrity, the ability to juggle competing priorities, multitask and perform well under pressure.
- Strong communication and inter-personal skills, with ability to communicate effectively orally and in writing with all levels of employees and external stakeholders, using tact and diplomacy.
- The ability and mind set to work well with others, namely from different cultural backgrounds.
- Strong IT Skills, including MS Office (Word, Excel, Power Point, Access) or equivalent, and Google Apps.

## **APPLICATION and DEADLINE**

Those interested in this position should email their cover letter and CV, in English, to [secretariat@wfto.com](mailto:secretariat@wfto.com) no later than 21 January 2019. Candidates are requested to inform if they have the right to work in the Netherlands.

\* Due to privacy requirements and regulations, all CVs and application letters will be deleted within 3 months of the application.



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