



## **Vacancy in FWF’s impact team**

Fair Wear Foundation (FWF) is an Amsterdam-based, international non-profit organisation working to improve labour conditions in garment supply chains worldwide. FWF assesses, improves and reports on human rights compliance of member brands and creates and shares evidence on how improvements can be made

FWF is looking for a new colleague:

### ***Senior Policy Coordinator (32-36 hrs/wk)***

The Policy Coordinator will work with our team to operationalise the FWF Code of Labour Practices among member companies. This requires coordination with other staff members to ensure FWF’s verification systems (including FWF factory audits, FWF worker complaints mechanism, and FWF Brand Performance Checks) effectively generate the results FWF seeks from members. Policy development spearheads new policies and revisions, taking into account developments within the organisation and its membership, and beyond.

### ***Responsibilities***

- Coordinate the organisation’s policy work and the collection of policies, guidance and indicators that guide FWF member practices
- Draft and revise internal policy documents (e.g. FWF’s member guide, risk policies, transparency and competition law policies)
- Contribute to FWF’s next strategic steps, e.g. redesign of FWF’s complaints and audit systems – or other policy improvements required to respond to changes in the industrial or political environment
- Monitor FWF policies, recommendations and guidance – from guidance documents to the Brand Performance Indicators—with an eye to cohesion and effectiveness
- Coordinate with internal and external experts
- Remain aware of the political, social and economic developments which impact FWF’s policies
- Liaise with FWF members, the ‘member learning’ team, and external relations team regarding stakeholder input to FWF policies, and communicating with all stakeholders about FWF policies
- Seek legal counsel, as needed, to address outstanding policy questions, e.g. competition law implications of FWF audit reports and brand collaboration
- Supervise external consultants when necessary.



Fair Wear Foundation – vacancy Policy Development – July 2018

***Applicants must have the following qualifications and skills:***

- At least 10 years relevant work experience
- Graduate degree or equivalent work experience
- Experience with implementation of workplace standards and policy development
- Experience in, or knowledge of, multi-stakeholder and intergovernmental organizations
- Experience with coordinating and/or monitoring organisation-wide processes
- Proven proficiency working in a team environment
- Excellent written and spoken English, culturally sensitive, analytical

***We offer***

- A challenging job with a wide variety of responsibilities in an international, dynamic, self-organising environment;
- A one-year contract for 32 or 36 hours per week (possibility to extend, contingent on funding);
- Wage classification within the Dutch Civil Servants Pay Decree (BBRA), scale 12 (€ 3560.57 - € 5292.12).
- A workplace at the World Fashion Centre in Amsterdam.

Visit [www.fairwear.org](http://www.fairwear.org) for more information about our organisation. For more information about the position, please call Juliette Li or Alexander Kohnstamm (+31-20-4084255).

Please submit your application by **19 August 2018**, by e-mail only, to [vacancy@fairwear.org](mailto:vacancy@fairwear.org), for the attention of Alexander Kohnstamm, Executive Director. Please clearly state the title of the vacancy in the subject line of your e-mail. The first round of interviews will be scheduled for early September.

Recruitment agencies are asked to refrain from approaching Fair Wear Foundation about this or any other vacancy.