



Ethical
Trading
Initiative



For human rights,
for better business

ETI Chair
Recruitment pack

Welcome from our Executive Director

ETI is the leading expert on human rights in global supply chains. Since 1998, we have been helping improve conditions for workers, strengthening supply chains, protecting workers and facilitating growth.

We are a tripartite organisation that brings together leading companies, trade unions and non-governmental organisations to understand and address human rights issues impacting workers globally. We are leaders in human rights due diligence (HRDD) and owners of the ETI Base Code, a set of internationally recognised labour standards used worldwide.

Our approach is one of continuous improvement, directly aligned with the UN Guiding Principles on Business and Human Rights.

Whether advocating for improvements to the recruitment system for migrant workers in UK agriculture, supporting the establishment of the Bangladesh ACCORD on Fire and Building Safety following the tragedy of Rana Plaza, or facilitating projects that not only help workers directly, but enable us to develop and share good practice, ETI works tirelessly for the advancement of human rights and better business.

Our Strategy for 2021–2026 ensured we emerged from the Covid pandemic determined in our approach to driving progress, collective action and creating an enabling environment for business and human rights. As we prepare to enter a new strategic period ETI is looking for an effective independent Chair to help govern our tripartite Board and help lead ETI into an exciting next chapter.

Giles Bolton



About ETI

The Ethical Trading Initiative was founded in 1998 in response to growing concerns about the poor pay and conditions of workers in many international supply chains. Since then, we have helped change the lives of millions of workers by driving improvements in company policies and practices and advocating for change.

We began as a small group of UK companies, NGOs and trade unions who believed in the power of collective action to make a difference to the lives of workers in companies' supply chains. Today, our membership comprises over 90 companies, collectively reaching nearly 15 million workers across the globe.

View a [timeline of ETI's development](#) since 1998.

Why we exist

Our **vision** is of a world of work that protects human rights, ensures dignity for all, provides opportunity and is free of exploitation and abuse.

Our **mission** is to advocate for the most vulnerable workers, by harnessing the power of a diverse and growing membership. Through collaboration and innovation, ETI works to drive engagement, challenge barriers to change and ensure respect for human rights at work.

Our values & principles

Integrity

Honesty, Trustworthy, Truthful

We act with integrity, we seek to tell the truth based on evidence, we can be trusted to work in line with our mission and we are honest in our actions.

Collaboration

Partnerships, Supportive, Teamwork

We foster collaboration, we develop effective partnerships, we support our members and seek to excel in working as a team.

Impact

Purposeful, Innovative, Courageous

Impact for workers is our focus, so we will be purposeful in our approach, innovative where needed and courageous in challenge prevailing norms.

Inclusivity

Equality, Fairness, Respect

To be effective as a membership organisation we will be inclusive of different perspectives, ensure equality, treating members, colleagues and partners with fairness and respect.

ETI is a leading membership organisation focused on addressing human rights impacts in supply chains. By working with companies, trade unions and NGOs we are uniquely placed to tackle the challenges faced by workers around the world. We support businesses to identify and reduce human rights risks in supply chains, through guidance and collaboration across our membership.

There are some fundamental characteristics that define ETI and inform how we work. These include:

Our membership comprises companies, trade unions and NGOs. By combining the strengths and influence of these three groups we can have most the impact.

The ETI Member Charter establishes the commitments and expectations of ETI, our members, and how we collaborate for impact. It is through these commitments that ETI holds its members to account.

The **ETI Base Code** is founded on the conventions of the International Labour Organisation (ILO). It is an internationally recognised code of labour practice which all ETI members are expected to implement.

The UN Guiding Principles on Business and Human Rights (UNGPs) act as a framework for ETI's work and guidance to business. We use them to influence the environment and sectors our members operate in.

Our practical expertise has been garnered over 25 years convening for change, influencing business, and promoting human rights at work. This informs our expert advice, guidance and advocacy. We are experts in applied solutions to real world problems that benefit workers and business.

Our Theory of Change sets out the three main ways in which ETI works to influence change in business practices with the understanding that these have direct impact on workers.

Progression & accountability

We support individual member companies to develop their approach to human rights due diligence (HRDD) and actions across their supply chains.

Collective action

Recognising that some issues and problems are systemic or involve more than one company, we leverage our membership to convene on workers' rights issues and act collectively to resolve them.

Enabling environment

Businesses and supply chains do not exist in isolation of any other influence on how workers are able to access their rights. ETI works with members to influence the policy and regulatory environment that enables responsible business and effective action by all stakeholders along the supply chain to ensure respect for human rights at work.

Governance

ETI is governed by a tripartite [Board of Directors](#) made up of staff, NGO, trade union and company member representatives led by an independent Chair.

The Board and its sub-committees (Finance, Remuneration, Risk and Audit) guide our strategic direction and are responsible for the approval, promotion, and termination of ETI membership, based on members' commitment to human rights and engagement with ETI.

ETI Secretariat

ETI's [Secretariat](#) plays a pivotal role in translating our vision and mission into action. Our Membership & Communications team supports our members to progress their human rights due diligence and public reporting and promotes ETI's work worldwide.

The Global Partnership team works closely with our partner organisations in India, [Bangladesh](#), [Norway](#), [Denmark](#), and [Sweden](#) to develop and deliver ambitious programmes of work with local stakeholders (including suppliers and local civil society) across target sectors. We have strategic alliances with key global stakeholders such as the [UN](#), [ILO](#), [OECD](#), and other multi-stakeholder initiatives like [STITCH](#), [TIWW](#), [Fair Wear Foundation](#).

The Collective Action team delivers impact for workers by convening our tripartite membership to address

emerging and systemic issues related to business and human rights. They also provide support and guidance on cross-cutting thematic areas including responsible purchasing practices and climate based just transitions.

We actively drive progression and accountability. We collaborate with members to influence the policy and regulatory environment, enabling responsible business and effective action by all along the supply chain. These efforts contribute to our mission of advocating for vulnerable workers and promoting respect for human rights and better business.



Job description

Job Title: Chair of the Board

Purpose: Lead ETI's Board to ensure that ETI has clear strategic direction and is held to account against its objectives, constitution and legal requirements. Work in partnership with the Executive Director to help them achieve agreed objectives. Lead and represent ETI in external relations with key members, donors, and other important stakeholders.

Reports to: The Board.

Supervises: Executive Director on behalf of the Board.

Key relationships:

Internally – Other Board members, the Executive Director, and senior managers.

Externally – Senior member and donor representatives, key policy and political figures, institutional and programme partners.

Time required: With quarterly board meetings and other duties, 3-4 days per month.

Remuneration: This post is not formally remunerated, but an honorarium will be offered as determined by the board remuneration committee.

Responsibilities

Board selection/review:

- Oversee the election or appointment of Board members, ensuring those appointed have the relevant mix of skills and experience, while effectively representing the tripartite nature of ETI membership.
- Oversee an annual board self-reflection exercise and occasional performance and structure review.

Strategy:

- Lead the Board in its role of setting the strategy and policy of the organisation.
- Ensure the Board supports and regularly monitors the implementation of agreed strategy and timelines.

Operations:

- Ensure relevant policies are presented and considered by the board in a timely manner.
- With the Executive Director and the Treasurer, set the financial strategy of the organisation for approval by the Board and ensure that the Board carries out and maintains its fiduciary duties.
- With the Treasurer, ensure financial dealings are prudently and systematically accounted for, audited and publicly available.

- Attend and be a member of other committees or working groups when appropriate in the role of Chair.
- Oversight of the Executive Director:
- Support, monitor and review the work of the Executive Director, and receive regular updates.
- Act as final stage adjudicator for any Secretariat disciplinary and grievance issues.

Meetings:

- With the Executive Director, develop an appropriate and relevant agenda for Board meetings.
- Chair meetings of the Board, ensuring it functions effectively, discharges its responsibilities and does so in a style that makes the best use of ETI's tripartite nature and promotes thoughtful collaboration.
- Chair the Annual General Meeting and play an active role at ETI conferences and other major events.

Membership and external relations:

- Represent ETI at senior level with members and potential members, with the Executive Director.
- Be a compelling ambassador for high level contacts with national and international organisations.

- Support the Executive Director as a spokesperson for ETI with media when appropriate and represent ETI to relevant donors, funding and strategic partners.

Person specification

- Demonstrated ability to inspire and lead through influence, with a commitment to fostering a vision that encourages collective achievement.
- Extensive experience in leadership roles, with a focus on turning strategic vision into tangible outcomes.
- Skilled communicator and facilitator, adept at building relationships and fostering collaborative discussions with diverse stakeholders, including senior business leaders, trade unions, and non-governmental organisations.
- Experience in governance roles, such as serving as a Chair or Board Member, within organisations that have a significant impact.
- Knowledge of international human rights frameworks, labour standards, codes of labour practice and of ethical trade issues across sectors and geographies.
- Positive experience of working with trade unions and civil society valuing their unique contributions and perspectives.

Personal characteristics:

- Deeply committed to human rights, with a strong focus on advocating for labour rights.
- Demonstrates self-awareness, patience, listening skills and respect for different perspectives.
- Capable of working effectively as both a decisive leader and a cooperative member of a team, promoting democratic values.
- Well-connected and recognized within relevant networks, bringing a wealth of relationships and resources to advance ETI's mission.

Application process

ETI encourages a diversity of perspectives on the Board and is committed to becoming a more diverse and inclusive organisation. We particularly welcome applications from marginalised groups.

To apply, please send the following in an email with the subject title 'Application for the ETI Chair Position':

- An updated CV with details of two referees (we will not contact them without your permission).
- A one-page supporting statement that outlines your motivation for applying and addresses the criteria in the 'Person Specification'.

- Our [equality and diversity monitoring form](#)

Send your application to HR@eti.org.uk before midnight (GMT) on 1 September. If you have any questions about the applications process, please contact Monica Barsan at monica.barsan@eti.org.uk.

Please note the recruitment timeline and save these dates:

3 September – Shortlisted candidates will be invited for an interview.

18 September – 1st Interview between 10:00 – 16:30.

25 September – 2nd Interview between 10:00 – 14:00.

Due to the number of applicants, ETI does not provide feedback to those not selected for an interview.

Applicants who need a visa to work in the UK but do not have one will not be considered for shortlisting, as ETI's vacancies do not support visa applications.

Safeguarding

ETI is committed to safeguarding all its staff, clients, and assets. Therefore, the Chair will be required to undertake a Standard DBS check.

We look forward to receiving your application.

For human rights, for better business

ETI is a leading alliance of trade unions, NGOs, and businesses, working to address human rights impacts in supply chains.

Our vision is a world of work that protects human rights, ensures dignity for all, provides opportunity and is free of exploitation and abuse.

Ethical Trading Initiative
KP LHB04, Lincoln House,
1-3 Brixton Road
London SW9 6DE
United Kingdom

+44 (0)20 7841 4350
eti@eti.org.uk
@ethicaltrade
ethicaltrade.org

Ethical Trading Initiative 2024.
All rights reserved.