

Job description

Job Title:	Programme Lead on addressing Gender-based Violence and Harassment
Reports to:	Head of Global Partnerships
Contract:	18-month fixed term contract; Full-time
Band:	C
Salary bracket:	£50,488 - £54,485
Location	UK-based (applicants should have right to work in the UK)
Starting date	Before 30 June 2024

Critical dimensions: While this role has no direct reports – there is some management of external stakeholders and, potentially, contractors; as well as associated budget responsibility.

Main purpose: To oversee the implementation of ETI’s programmes to address gender-based violence and harassment (GBVH) in global supply chains. You will be responsible for planning, coordinating and ensuring the delivery of two parallel programmes in Apparel & Textiles supply chains, and Food, Farming & Fishery supply chains. This role will also support the delivery of ETI’s gender strategy through the coordination of prioritised activities. .

Key relationships:

Internal

ETI Gender Advisor, Senior Advisor in Apparel & Textiles (A&T), Senior Advisor in Food, Farming, Fisheries (FFF), and other thematic Senior Advisors in the Collective Action team. Membership Unit (MU); Operations (Ops); and Global Partnerships (GP)

External

ETI members in A&T and FFF (including companies, NGOs and trade unions) and their suppliers. Delivery partners (including in specific production countries), wider network of partners (e.g. Joint ETI’s) and organisations, and subject matter practitioners. Civil society organisations.

Overview of ETI and the team

We influence business to act responsibly and promote decent work. Taking a unique approach based on the application of the UN Guiding Principles on Business and Human Rights, our members are forward-thinking companies, trade unions and NGOs. Together, we tackle the complex challenges of today's global supply chains, improving the lives of workers worldwide. Our vision is a world where all workers are free from exploitation and discrimination, and enjoy conditions of freedom, security and equity.

The *Collective Action (CA)* team gather sectoral expertise (Senior Advisors in Apparel & Textiles, Food, Farming, Fisheries, and General Merchandise) and thematic leadership (Gender, Just Transition, and Business Practices). The CA team delivers impact for workers by bringing together members to understand and address systemic and/or new issues related to human rights at work. The *Global Partnerships* team leads on the implementation of ETI's programmatic work, in collaboration with members and external partners. The team also ensures the connection with ETI's country offices in Bangladesh and India and the development of partnerships with funding organisations globally.

Overview of the GBVH supply chains programmes

The Collective Action team will be running two parallel GBVH programmes over the next 18 months.

- A&T GBVH programme: a collaborative programme for ETI members taking place over an 18-month period to address GBVH by applying the core principles of gender-responsive human rights due diligence (GR HRDD). It involves 8 ETI company members and will run for 18 months from May 2024 until October 2025.
- FF&F GBVH programme: a multi-stakeholder programme to facilitate the implementation of a collaborative approach to mitigating the risk of GBVH in agricultural supply chains informed by a set of co-created minimum standards/principles. It involves 8 ETI company members and will be delivered in two phases, with the first phase of the programme running for 10 months from June 2024 until March 2025.

Key responsibilities:

1. Formalise and oversee the delivery plan for both GBVH programmes according to the MoUs and the programme design. Work with relevant colleagues and partners to identify, plan, budget, sequence activities and implement them. This includes managing ETI's relationships with experts, delivery partners and other participating stakeholders.

2. Oversee programme level activities and third-party contributions, ensuring these are delivered to high quality, on time and within budget. Coordinate the contracting and oversight of third parties ensuring internal ETI procedures and policies are followed.
3. Be the primary point of liaison with the members and the stakeholders on delivery of the programmes, and involving other internal colleagues and members as required.
4. Support the participating ETI company members, their suppliers and external stakeholders to engage and progress in relation to the GBVH programmes.
5. Monitor progress against the programme plans, working with ETI MEL colleagues to ensure impact is captured, lesson learning sessions are held for internal and external audiences and that adaptations to the programme approach are made in the spirit of continued learning.
6. Conduct desk research and ensure case studies and relevant learnings are collected throughout the implementation of both programmes. Create or adapt templates and information collection approach to support the development of high-quality content and reports.
7. Identify synergies and opportunities for cross-sector learning for the two GBVH programmes and suggest activities to ensure these are captured and communicated with ETI and external stakeholders.
8. Manage the programme budget, monitor expenditure and costs against delivered activities ensuring that programme benefits are realised; work closely with delivery colleagues/partners and finance teams to forecast budgets, track spend and make revisions where necessary. Ensure reporting is completed according to donor guidelines and MoUs with participating stakeholders.
9. Manage programmatic risks and any interventions required, ensuring compliance with relevant donor policies and standards. Ensure clear and timely communication to the internal project sponsor. Initiate corrective actions when appropriate.
10. Work with internal and external partners as required to develop and deliver programme communication plan, ensuring a high quality presentation of the programme to participating members, wider ETI membership, and externally.

This is not an exhaustive list of duties and is subject to review.

Person Specification

Criteria	Essential	Desirable	How will this be assessed			
Qualification	Educated at least to degree level in relevant discipline or with relevant experience.	Professional/post-graduate qualification	Interview/ Assessment			
Knowledge/ Experience	<p>Experience in managing complex programmes involving several stakeholders, efficiently.</p> <p>Technical knowledge on gender equality and workers' rights in global supply chains</p> <p>Experience of managing budgets and allocating resources</p> <p>Experience working with private sector companies and international partners.</p> <p>Proven record of managing and maintaining good relations with donors and policy institutions.</p> <p>Proven track record of building and nurturing relationships and influencing external stakeholder agendas.</p> <p>Sound understanding of labour rights and working conditions in global supply chains.</p>	<p>Understanding of Human rights due diligence principles and approaches.</p> <p>Experience of setting up, facilitating and leading events</p> <p>Understanding and experience of working on GBVH issues in the context of supply chains</p>	Application form/ Interview/ Assessment			
Skills	High level written and verbal communication skills – able to communicate complex issues clearly, succinctly and with impact to a range of audiences		1	2	3	4
	High level analytical, strategic-thinking and problem-solving skills – able to develop practical solutions to complex problems		1	2	3	4
	High level project management skills		1	2	3	4
	Relationship-building and stakeholder management – high level influencing and negotiation skills; able to build and maintain effective networks & partnerships		1	2	3	4
	Facilitation and coaching skills		1	2	3	4
Behaviour	<p><u>Shows commitment to ETI's vision and values:</u> Commitment to ethics, social justice and human rights</p> <p><u>Communicates and influences with impact:</u> High level of personal credibility – influential and persuasive; approachable and open-minded</p> <p><u>Strives for excellence:</u> Strong delivery focus – prioritises - sets and achieves ambitious targets. Attention to detail when dealing with data. Constantly seeks improvement.</p> <p><u>Demonstrates judgement:</u> Self-starter; spots opportunities; works on own initiative with minimal supervision</p> <p><u>Collaborates with others:</u> Flexible to take on others' ideas – adapts own ideas and work style to reflect others'.</p>	<p><u>Displays leadership:</u> Motivates and inspires others – creates learning environment</p> <p><u>Shows commitment to learning</u></p>	Interview			
Other requirement	Flexibility for national + some international travel		Interview			