



FAIRTRADE AUSTRALIA AND NEW ZEALAND POSITION DESCRIPTION

TITLE:	SENIOR BUSINESS & PARTNERSHIP OFFICER NZ MATERNITY COVER (12mths)
RESPONSIBLE TO:	BUSINESS DEVELOPMENT MANAGER NZ
TERM / HOURS:	1 year fixed contract. Permanent Full Time Position, 5 days (38 hours) per week
LOCATION:	Auckland, New Zealand.

ABOUT THE ORGANISATION:

Fairtrade is a dynamic international organisation that links disadvantaged producers in developing countries with businesses and consumers through international trade. Fairtrade Australia and New Zealand (FANZ) works to grow demand for certified products in both domestic market to support the sustainable development of producing communities. We are best known as the independent, not-for-profit body behind the Fairtrade Mark, a product label assuring consumers that their purchase helps disadvantaged farmers and workers in developing countries to access markets and secure a better deal. The Fairtrade Mark is the most well-known and trusted ethical mark in the world.

THE TEAM:

The FANZ Business Development team is responsible for building relationships with Australian and New Zealand companies and organisations to create market demand in order to grow the volume of Fairtrade Certified products.

The team, led by the Business Development Director based in Australia, works together to develop product and market specific strategies based on market insights, relevant knowledge of key commodities, the supply chains and its key players.

THE ROLE:

The Senior Business & Partnership Officer is primarily responsible for account management of a portfolio of commercial partners, key NGO stakeholders and development of business focused marketing activities to increase awareness and purchasing of Fairtrade products. The role also includes liaison with key Fairtrade communities, councils and workplaces, alongside marketing activities to support engagement with Fairtrade.

This position reports to the Business Development Manager – New Zealand and works closely with the Business Development and Public Engagement & Advocacy Team in

[Fairtrade Australia & New Zealand](#)

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Fairtrade Australia & New Zealand. ABN 98 114 571 881



Australia and New Zealand; some travel within New Zealand (and possibly Australia) is required in the role.

PRIMARY RESPONSIBILITIES:

1. Develop and manage product plans, annual targets, objectives and deliverables with the Business Development Team.
2. Support businesses in developing new Fairtrade Certified product lines and supply chains.
3. Identify businesses and NGO's to develop marketing activity and communication plans linked to Fairtrade products, projects and campaigns.
4. Manage B2B communications, campaigns and Fairtrade events targeting commercial and community partners.
5. Report monthly on progress against targets, objectives, deliverables and expenditure against budgets.
6. Coordinate and facilitate Fairtrade procurement through communities, councils and workplaces.
7. Manage enquiries from existing and potential business and community partners.

COMPETENCIES:

Technical Knowledge and Experience

1. A bachelor's degree, preferably in business, economics, marketing or other relevant discipline.
2. 3-5 years experience in a commercial environment (FMCG) within Business Development, Account Management and / or Marketing.

Professional Skills

1. Excellent English written and oral communication and presentation skills
2. Creativity in development and adaptation of campaigns for partners
3. Sensitivity to understand and respond to the needs of different audiences.
4. Strong relationship management and commercial skills.
5. Strong time and project management skills.
6. Demonstrated financial literacy and management skills.

Personal Attributes

1. Ability to work autonomously and as a member of a team, in both face to face and virtual environments.
2. Interest and ability to network with a range of stakeholders.
3. Commitment to trade justice, social and environmental development.
4. Enthusiasm, flexibility, adaptability and willingness to take on a wide range of tasks.
5. Collaborative and well organised.

Other:

Drivers license

Some out of hours work will be required with the role.

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