



FAIRTRADE AUSTRALIA & NEW ZEALAND

POSITION DESCRIPTION

TITLE:	Strategic Partnerships Intern
RESPONSIBLE TO:	Strategic Partnerships Manager
DURATION:	6-9 Months
HOURS:	20-30 hours per week
LOCATION:	Auckland, New Zealand
REMUNERATION:	\$16.50 + 6% Kiwisaver

BACKGROUND AND INTRODUCTION

Based on internationally recognised standards for sustainability and trade, Fairtrade ensures the payment of a fair price for globally traded agricultural products, enabling farmers to provide for their families and invest in local community development. The international Fairtrade system is delivering benefits to 1.5 million small producers throughout the developing world.

Fairtrade Australia and New Zealand is a not for profit, non-governmental organisation that links disadvantaged producers in developing countries with businesses and consumers in Australia and New Zealand, through increasing the market demand for Fairtrade certified products in both countries, and by supporting Fairtrade certified and applicant smallholder organisations in Papua New Guinea and the Pacific islands to link to global markets. Sales of Fairtrade certified products are growing at a rate of 14 percent per year in Australia and New Zealand with an increasing number of businesses signing up to use the Fairtrade Mark on their products. Fairtrade economic benefits to Pacific producers have increased a three-fold in average in the last 5 years.

To maximise benefits for smallholder producers in Papua New Guinea and the Pacific islands, Fairtrade ANZ wishes to increase its organisational capacity to support producer organisations' efforts on liaising and partnering with governmental and non-governmental development agencies and improve their access and benefits from international trade.

SCOPE OF ROLE

The two main objectives of the Strategic Partnerships intern programme are to provide opportunities for students or recent graduates to gain practical experience in an interdisciplinary and international working environment while contributing towards the outputs of Fairtrade ANZ, and to gain an understanding of the role of diplomatic alliance building in the attainment of Fairtrade ANZ's goals.

Based in Auckland, the Strategic Partnerships Intern will provide support to the Strategic Partnership Manager to maintain existing relationships with strategic partners; identify opportunities for new alliances with industry and sector organisations that support the economic and social development of Pacific smallholders; raise awareness of Fairtrade ANZ's work in the Pacific among regional development actors; facilitate liaison between smallholder farmer organisations, local and regional government, industry bodies and support organisations; and develop strategies to foster a consistent and proactive framework for the development of strategic partnerships in the region.

ANTICIPATED TASKS

1. Support the development of communication and educational materials suitable for smallholder farmers, about international and regional trade agreements and Fairtrade in the Pacific region;
2. Support the production and promotion strategic communication materials targeting strategic partners;
3. Support the partnerships team to liaise with local governments to increase awareness of Fairtrade as a tool for economic development and inclusion;
4. Seek funding opportunities for projects and maintain a grant database;
5. Support the development of donor funding proposals;
6. Help maintain potential donors map and partnership overview documents;

Fairtrade Australia & New Zealand

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7. Support the development of strategic projects including, but not limited to, cross-cutting issues such as gender equality, climate change, child protection, and living wage;
8. Identify opportunities to participate in high level public and private sector events and key industry conferences and assess benefits of Fairtrade ANZ's participation;
9. Provide support in organising networking platform events for Fairtrade producer organisations, local and regional governments and private sector members.

REPORTING

The intern will report directly to the programme Manager who will serve as mentor and supervisor of the intern throughout the internship.

The intern will help provide inputs for the following reports:

1. Monthly completed activities;
2. As required, expense report and invoice for service provided;
3. Other reporting tools as necessary;
4. Reports relating to donor funded projects.

COMPETENCIES

A successful candidate will:

- Demonstrate commitment to Fairtrade's mission, vision and values;
- Can be part of a university placement
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Have strong analytical skills applied to project support and review;
- Can organize work and collaborate effectively with a wide range of teams, and work with individuals of different national and cultural backgrounds;
- Demonstrate knowledge of Pacific Island cultures;
- Adequate knowledge of agricultural supply chain development
- Demonstrate some practical experience of working with governmental and/or NGO organisations;
- Excellent English writing and editing skills
- Experience using MS Office particularly MS Word and MS Excel
- Knowledge of Photoshop / Illustrator (desired)
- Capacity to work under pressure and to meet deadlines
- Excellent interpersonal skills

QUALIFICATIONS:

Education:

University enrolment or degree in Economics, International Trade Law, International Development, Geography, International relations, Business management, economics or sustainable studies;

Languages:

Must have fluency in spoken and written English.

Working knowledge of other languages relevant to the Fairtrade system is desirable.

Interested candidates should send their CV and cover letter **by 19 March 2018** to: Amy Child, Fairtrade ANZ Alliance Officer at a.child@fairtrade.org.nz