**Role Description**

**Title**: Chair, Fair Trade Wales

**Purpose**: To lead the activities of the board of Fair Trade Wales which sets the strategic direction for the organisation and provides guidance to a small staff team on the objectives they are expected to meet. To line-manage the National Co-ordinator. To represent Fair Trade Wales to decision-makers, partner organisations and the public.

**Location**: Home base with travel to Board meetings approx. 4 times a year with teleconference discussions between meetings.

**Reward**: The post is unremunerated but reasonable expenses consistent with practice in the voluntary/public sector are available.

**Organisation background**: Fair Trade Wales is a Company Limited by Guarantee and not having share capital (not for profit).

The Board provides overall strategic direction for the organisation which is managed on a day to day basis by a paid National Co-ordinator who, with the board’s guidance, prepares forward business/activity plans.

The majority of the organisation’s funding is derived from a Welsh Government grant. This grant is administered through the Hub Cymru Africa partnership, of which Fair Trade Wales is a member. Other partners are the Welsh Centre for International Affairs (lead partner and host), Sub-Sahara Advisory Panel, Wales Council for Voluntary Action and Wales for Africa Health Links Network.

While not subject formally to the code of practice for public appointments the organisation aspires to meet best practice in this area and to apply appropriate rigor in financial management.

**Key relationships**

* Other Board members
* National Co-ordinator/staff members
* Head of Partnership, Hub Cymru Africa
* Hub Cymru Africa organisations’ board members and staff
* The voluntary Fair Trade community in Wales

**Key roles and responsibilities**

* To lead discussions which enable the Board to develop strategic direction for the organisation
* Line-manage the National Co-ordinator
* Ensure that the organisation conducts its business affairs according to best practice
* Represent Fair Trade Wales at appropriate meetings and official functions
* Represent Fair Trade Wales as a member of the Hub Cymru Africa Partnership Board
* Act as an ambassador for Fair Trade in Wales

**Person requirements**

* Experience of chairing boards and committees
* Commitment to Fair Trade principles and international development generally
* Experience of leadership
* Awareness of the role of non-executive boards
* Experience of working with Government and Civic Society in Wales
* Commitment to public service
* Experience of negotiation with funding bodies
* The ability to speak Welsh is desirable

Expressions of interest should be in the form of a letter together with a short CV and should be sent to Julian Rosser, National Co-ordinator of Fair Trade Wales by email julian@fairtradewales.org.uk by 14 June 2017. We aim to interview shortlisted candidates on 28 June 2017.