

## MANAGEMENT ASSISTANT (≥8+ HOURS/WEEK)

*At Fair Wear Foundation, we know there's a better way to make clothes. A fairer way. We want to see a world where the garment industry supports workers' rights to safe, dignified and properly paid employment. This is why we focus on the most labour-intensive parts of the supply chain, to find answers to problems others think are unsolvable. We partner with brands and support workers. We take practical steps and test new solutions to show that it's possible to make clothes in a fairer way. With industry influencers we push towards a new normal, catalysing change that goes far beyond our direct reach.*

*Together, we're making fashion fair for everyone.*

Fair Wear is an Amsterdam-based, international non-profit organisation. We support our 140 member brands with practical knowledge and guidance, and verify their efforts at their headquarters as well as in production countries. We have around 45 Amsterdam-based staff of very diverse backgrounds and work with expert teams in eleven production countries. Please find more about our work [here](#).

Fair Wear staff work in teams, with each team member having a set of individual roles. The management assistant will support the management team members, and especially the Executive Director, to plan and work efficiently and effectively. This often involves others in the organisation as well as Fair Wear's most important stakeholders.

### RESPONSIBILITIES:

*The Management Assistant supports the Management Team (MT), and the Executive Director (ED) in particular. Responsibilities include:*

#### **Management Team Meetings – weekly cycle**

- Planning the meetings, compiling and composing the agenda
- Ensuring that proposals from staff for discussion and decision-making in the MT are available in time and contain the required type of information
- Organising the meetings logistically, inviting relevant staff members as needed
- Taking basic notes (actions, decisions) of the MT meetings and from time to time documenting other meetings as needed
- Drafting the brief "MT Update" communication to staff after each MT meeting
- Managing the MT storage folders, both public and confidential ones

#### **Board Meetings and Committee of Experts (CoE) meetings – quarterly cycle**

- Assisting the MT and the Board Chair in composing the agenda
- Ensuring all documentation is sent out on time
- Organizing meetings logistically, inviting internal and external participants as applicable
- Taking notes and finalising them as the official minutes in collaboration with the MT
- Working with the ED to communicate a non-confidential version of the Board minutes
- Collecting input from each team for the quarterly update sent to Board and CoE

### Other coordination and support – ongoing

- Ensuring action points from MT and Board meetings are communicated to the relevant colleagues for follow-up
- Monitoring progress to ensure action points are followed up properly and timely
- Finalising actions by having them submitted for MT (and where applicable: Board) approval or confirmation by the relevant colleagues
- Monitoring and prioritising the Executive Director's emails in close collaboration with the ED
- Working as needed with the Office Assistant, who is responsible for the logistics of planning the ED's calendar and scheduling the ED's meetings

*The Management Assistant also is the holiday back-up of the Office Assistant for management requests including scheduling meetings. Vice versa, the Office Assistant will back-up part of the Management Assistant's responsibilities as and when needed.*

### SKILLS AND QUALIFICATIONS:

*We are looking for someone with:*

- an analytic mindset and an affinity for processes and procedures
- the ability to organise work efficiently, effectively, accurately, and independently in a dynamic environment
- the ability to process much and at times rather complex information
- the ability and flexibility to connect with others, and to motivate and guide them on what is needed
- excellent English (spoken and written) is required, Dutch proficiency is an asset
- excellent social skills: on the one hand the confidence and skills to approach anyone and everyone internally and externally with requests, and on the other hand a high level of accessibility and modest ego for others approaching you
- intercultural sensitivity, adequate digital skills and a good ability to be productive in virtual (online) settings
- reliability and the ability to deal with highly sensitive and confidential information
- genuine motivation to assist people and processes to improve collective impact
- an interest in management processes, process management, and change management.

### ADDITIONAL INFORMATION

This role is a support role, which also means that the Assistant should feel free to seek input and guidance from the persons they are supporting. The role provides an opportunity to learn about how organisations are managed, as the Assistant will observe first-hand decision-making meetings at the highest levels. After a few years in this role, a next step can be considered within the organisation depending on the candidate's wishes and potential, as well as the concrete opportunities within the organisation at that time.

As soon as it is again possible, Fair Wear will return to working from the office for at least half of each colleague's working hours. The Management Assistant is based in The Netherlands, and has (or is eligible for) a Dutch working permit.

We offer a salary in accordance with the Dutch government remuneration system (BBRA) scale 10.

Please visit [www.fairwear.org](http://www.fairwear.org) for more information about our organisation. For more information about the position you can, during office hours, call Maureen Brouwer (06 -573 572 64)

Management Assistant - Vacancy



If you are interested, please send your CV with cover letter to [vacancy@fairwear.org](mailto:vacancy@fairwear.org) no later than 21 November 2021.

*Recruitment agencies are asked to refrain from approaching Fair Wear Foundation about this or any other vacancy.*