OPERATIONS MANAGER (28-32 HOURS)

MAKING THE MOST OF FAIR WEAR'S HUMAN RESOURCES AND WORKING ENVIRONMENT

At Fair Wear Foundation, we know there's a better way to make clothes. One where the garment industry supports workers' rights to safe, dignified and properly paid employment. We partner with brands and support workers, taking practical steps to show that it's possible to make clothes in a fairer way. With trade unions, governments and other industry influencers, we push towards a new normal to create systemic change that goes far beyond our reach. Together, we're making fashion fair for everyone.

Fair Wear is an international non-profit organisation with around 45 highly diverse staff based in The Netherlands and Germany, as well as expert teams in eleven production countries. For more about our work, see here.

OVERVIEW OF ROLE

Fair Wear's success depends on its excellent, creative, diverse and highly inspiring staff. More attention to their well-being, both in terms of HR and the physical work environment, is key to realising our goal of structural change in the fashion industry. Working conditions at Fair Wear are good, but as a growing organisation we need more focus and fresh ideas.

We are looking for an experienced manager with knowledge in the area of HR and operations and who is not afraid of legal language. You are a people person who links people and teams, explains what is necessary, and makes sure workable agreements are made and followed up. You have a practical mind with a focus on effectiveness and efficiency and are hands-on. Managing projects, people and processes effectively is something you enjoy.

RESPONSIBILITIES

As Operations Manager, you work directly with Management to ensure smooth processes for decision-making, risk management, contracting etc. You are the day-to-day supervisor of the Human Resources (HR) and Office Management (OM) staff, who you guide and support in prioritising deliverables and managing deadlines. This includes strengthening the collaboration between them and the rest of the Fair Wear team, both in Amsterdam and in 11 production countries. Mutual expectations should be clear, realistic and delivered.

Your experience in getting people to work comfortably and effectively – both in teams and individually – will help the HR staff provide an environment in which our colleagues can thrive. Creativity and a can-do mentality will enable OM staff to provide the best supporting conditions.

You play a coordinating role in **contracting,** and recruitment processes. As the Foundation's Integrity Officer, you ensure the role-out and awareness raising of our integrity policies. You will work closely together with the Head of Finance & Operations and participate in long-term projects on quality management and decentralized HR policies.

This position is for 28 to 32 hours a week and is based at our Amsterdam headquarters. At least half of your working hours, on average, should be spent at the office. In addition, one month per year can be allowed for remote working.

SKILLS AND QUALIFICATIONS

- Relevant Bachelor's degree or equivalent background
- 10+ years of working experience, especially experience with HR
- Experience with contracting and other legal processes
- Ability to independently manage project-based work from onset through to completion
- Excellent communication skills in English and preferably also in Dutch, both verbally and in writing
- Experience with NGOs especially in the area of development cooperation is a plus
- Enjoys working in a multicultural team and is culturally sensitive
- Affinity with Fair Wear's vision and mission
- Mindset for and affinity with diversity, equity, and inclusion
- Dutch work permit or equivalent

WE OFFER

- A challenging job with a wide variety of responsibilities in an international, dynamic environment
- A one-year contract for 28- 32 hours per week with the intention to extend
- Wage offer depending on experience in scale 12 (€ 3911 - € 5825 based upon a 36 hour working week)
- A hybrid work setting with an office at the World Fashion Centre in Amsterdam

If you are interested in this position, please send your English application of your CV and a one-page cover letter to vacancy@fairwear.org no later than Sunday 31 July midnight.

We will be interviewing candidates on a rolling basis and will close the vacancy if the right candidate is found before the stated deadline. As such, we encourage you to submit your applications sooner rather than later.

Please visit www.fairwear.org for more information about our organisation. For more information about Fair Wear and this application process in general, you can contact us here. For questions on this position's requirements specifically, please contact Maureen Brouwer (brouwer@fairwear.org).

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