



Ethical Tea
Partnership



Chair

Welcome

Thank you for your interest in becoming our new Chair.

We are a membership organisation working with tea communities, tea companies, development organisations and governments to improve the lives of tea workers, farmers and their environment. This appointment comes at an important time for the Ethical Tea Partnership and for the tea industry globally. Our current Chair, Ian Midgley, has been a dedicated and successful Chair who has led the organisation for a decade. We are now looking forward to welcoming a new Chair to lead our Board as we address some of the systemic challenges in the supply and production of tea.

We have a sizeable Board, member-led, with an influential and strategic leadership remit. We have a relatively new Executive Director and have recently launched our new Strategy 2030 towards our overarching aim of delivering long-term, systemic change across three thematic areas in tea – economics, equality and environment. We see that we have a significant opportunity to catalyse transformational change across the global tea industry and in our new Chair we are seeking someone who will enable us to move at pace to achieve our mission.

This is no easy task and our new Chair will be an exceptional leader with an outstanding track record of leadership within a complex stakeholder environment. You will be commercially astute with an understanding and appreciation of global markets and an exceptional commitment to driving transformational change to achieve multiple goals. You will be an inclusive leader, culturally sensitive with exceptional diplomacy matched with the ability to reach consensus and deliver impact. We are looking to you to lead our Board, support our small executive team and act as an ambassador and champion for ETP – interacting with member companies and a diverse range of stakeholders globally. It goes without saying that you will be values-led with an impeccable track record of ethical leadership.

If you are excited by the opportunity to change people's lives worldwide through influencing and driving sustainable change throughout the tea industry, we would love to hear from you.

Simon Hotchkin
Vice-Chair, ETP



About ETP

The Ethical Tea Partnership works with tea companies, development agencies, governmental and nongovernmental organisations, to tackle the deep-rooted issues that are holding back the sustainability of the tea sector.

We are a membership organisation working with tea companies, development organisations and governments to improve the lives of tea workers, farmers and their environment. Our aim is to drive forward long-term, systemic change across three thematic areas in tea – economics, equality and environment. ETP's work improves the progress that is being made towards attaining the United Nation's Sustainable Development Goals in tea-growing regions.

The organisation is made up of a small, but dedicated, expert team across most tea growing regions, including Africa and Asia, as well as a London-based secretariat.

With the support of almost 50 members, including the biggest multinational companies in the tea sector, ETP's work to date has reached over one million people in tea communities. We are supported through a mix of international funding from the public and private sector, including our members, and are uniquely placed to bring the right partnerships together to achieve our vision of a thriving, socially just and environmentally sustainable tea sector.

Our mission

Much of the world's tea is grown in places that face significant sustainability challenges. Our priority is to tackle the deep-rooted issues and some of the most complex challenges that tea workers and farmers are facing. As well as supporting communities on the ground with our programmes across Africa and Asia, ETP leads the sustainability agenda through piloting business innovations and influencing policy.

We work to improve incomes and empower women to be more independent, as well as helping the sector to become more resilient to the impact of climate change.

In our mission to improve tea sustainability, our work focuses on the following key themes:

- Economics
- Equality
- Environment

Our impact

Our work has improved the lives of people living in tea communities. To date, our work has reached over one million tea workers, small-scale farmers and their communities.

For more information on our work, our programmes and our impact, please visit our website:

www.ethicalteapartnership.org

The Future

Over the years, ETP has transitioned from being a coalition of companies seeking to source tea ethically, to acting as an audit body for members supply chain assurance, and more recently, to a project implementor and convenor of the tea industry. This future direction of travel is reflected in ETP's new strategy - "Strategy 2030" - which outlines an approach to convening the tea industry to catalyse transformational change for tea communities. The strategy represents a further shift in focus for ETP, with less emphasis on projects and a broader effort to orchestrate other activities to support systemic change – such as policy work, business innovation, shared learning, and diverse partnerships.

As ETP moves towards 2030, we will demonstrate significant contribution towards the Sustainable Development Goals, and it will start to see the impacts of its transformational change for its vision of "a thriving tea industry that is socially just and environmentally sustainable."

Our Members

Together with our members and key strategic partners we work to address the deep-rooted issues facing tea workers and farmers in our members' supply chains. We currently have 49 international members who work with us in public-private partnerships with government funded organisations as well as NGOs.

Together, we are committed to improving the sustainability of tea, the lives of tea workers and small-scale farmers and the environment in which tea is produced. Our members are involved in the sourcing, trading or packing of tea and also include retailers.

Our Board

ETP is governed by a Board of 17 directors, comprising 15 representatives from its member companies, the Executive Director, and the Chair.



Role Description

The role of Chair of the Ethical Tea Partnership is to provide strategic leadership and effective governance to the organisation. The Chair ensures that the Board of Directors provides long term, strategic oversight, and governance to the ETP in achieving the goals of its strategy. The Chair ensures the Board is effective, cohesive, and collaborative, supporting Directors, the Executive Director, the senior team, staff and contractors in the UK and the tea-producing regions to achieve their goals and ensure effective working relationships. The Chair acts as an ambassador and visible champion for the ETP – interacting with member companies and a diverse range of stakeholders globally.

Responsibilities

Leadership

- Provide overall leadership to the Board and wider organisation.
- Guide the Board and ETP team in developing strategy and effective prioritisation.
- Help to set the behavioural and cultural tone for both the board and the wider organisation, with an emphasis on collaboration, support, and transparency.
- Support and mentor the Executive Director in delivering operational leadership.
- Provide feedback and annually appraise the performance of the Executive Director.
- Responsible for the performance management and any future recruitment of the Executive Director.

Governance

- Plan and preside over effective and productive Board meetings, directing discussions towards a consensus view.
- Take responsibility for the Board's composition, development, and succession planning.
- Oversee the induction and development of Directors, ensuring that they understand their role, and can fulfil their statutory duties.
- Ensure policy, financial and regulatory compliance is maintained in all areas of operation.
- Promote the highest standards of governance and ethics within the Board and the wider organisation.
- Engage the Board in risk identification and management.
- Ensure the Board provides appropriate influence, expert advice, support, and constructive challenge both within ETP and the wider sector.
- Ensure that all Board members receive timely, clear, and accurate information to enable effective decision making.
- Ensure the Board reviews, scrutinises and evaluates ways of working and delivery by ETP and its partners.
- Ensure an annual Board effectiveness review is performed and that results from the review are acted on.
- Oversee the delivery of the Annual Report and Accounts.

Acting as ambassador and champion for ETP

- Act as an ambassador and visible champion for the ETP – managing relationships with a wide range of global stakeholders.
- Manage relationships with member companies to ensure their continued commitment to the work of ETP.
- Represent ETP to key audiences (Governments, producers, potential members, industry bodies, retailers, NGOs, partners, media) always mindful of the respective roles of Chair and Executive Director.

Part One: Knowledge and Experience

Essential

- Significant experience of Board membership in a complex organisation with competing stakeholder priorities.
- Successful track record of working with senior individuals at the highest levels and of bringing people together around a common vision and purpose.
- An outstanding track record of leading transformational change and hands on experience of driving an impactful agenda.
- Demonstrable evidence of making things happen through creation, implementation, delivery, and sustainability.
- Significant leadership experience within a global market and evident geo-political knowledge and sensitivity.
- Direct experience of or a deep practical understanding of global supply chains.
- Clear knowledge and understanding of international sustainable development challenges.
- Outstanding commercial experience and the ability to maintain a business focus within the organisation.

Desirable

- Experience of building brand and profile.

Part Two: Skills and Abilities

- An inspiring, innovative, and far-sighted leader with the ability to operate on a global leadership platform.
- The ability to create an inclusive Board culture.
- Strategic and visionary with the ability to gain clarity from wide ranging discussions and summarise into salient arguments.
- Politically astute with high levels of diplomacy, able to inspire confidence and secure the support of diverse groups of stakeholders.
- Highly effective relationship and alliance building abilities.
- Highly effective communication skills. Culturally sensitive, with the ability to address differences in style, culture, and opinion to achieve consensus.

Part Three: Personal Style and Attributes

- Facilitative and collaborative leadership approach willing to challenge and be challenged.
- An ethical leader who can demonstrate a strong commitment to ETP's values and is committed to tackling inequality.
- A robust commitment to working in partnership.
- A natural networker who secures confidence immediately, has a diplomatic style and is happy to galvanise support for ETP's work.
- A demonstrable commitment to diversity and inclusion.

Terms of appointment

Time commitment	<p>The role requires a commitment of around one day a week.</p> <p>This includes:</p> <ul style="list-style-type: none">• Four quarterly Board meetings, approximately ½ day each, currently held virtually (otherwise in-person in London)• Fortnightly one-hour calls with the Executive Director• Additional calls with Board Directors• Occasional, ad hoc meetings estimated 3 days per year• Travel to tea-producing regions, up to three trips annually
Remuneration	<p>An honorarium of £35,000 pa.</p>
Length of appointment	<p>This appointment is for an initial 3-year term (renewable to up three times).</p>
Location	<p>ETP's secretariat is based in London, UK, but the Chair's location can be anywhere.</p>
Equality, Diversity & Inclusion	<p>ETP is an equal opportunity employer. Our Diversity and Inclusion Policy is available on request.</p>
Future Board meeting dates	<p>7th September 2021, plus one in December (TBC).</p>



How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact our advising consultants Juliet.Taylor@starfishsearch.com or Juliet.Brown@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/etp-chair/> and click on the apply now button, with the following prepared:

- your CV (no more than three sides)
- a supporting statement that sets out why you are interested in this appointment and the experiences and qualities you believe you can bring in order to be successful in post.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Please also tell us about any dates when you are not available for interview.

Closing date	10th September 2021
Screening discussions with Starfish Search	17th -21st September 2021
Agreement of the final shortlist	end September 2021
Informal conversations with the Executive Director	following shortlist
Final panel interview event	early October 2021

