

T E D B A K E R

L O N D O N

TED's guide to what an Ethical Specialist does round here

This is a great opportunity to join Ted's growing Ethics and Sustainability department which provides the platform to influence and maintain real change across the brand. In this exciting new position at Ted you will have the opportunity to develop your role alongside our Global Sustainability Strategy. If you have the experience, passion and ambition, apply today.

As Ethical Specialist, you will work be part of Ted's Ethical team, helping Ted effectively monitor and positively impact his supply chain. You will play an important role in ensuring that Ted's suppliers' ethical standards are up to scratch.

The Ted's Conscience Department sits within the Production Department. You will report directly to Ted's Conscience Manager; as well as working with the whole business.

Main Responsibilities:

- Contributing to the on-going development and delivery of Ted's Global Sustainability Strategy, with a strong focus on social compliance.
- Contribute to the global sustainability road-map and engage Ted's wider teams.
- Develop and deliver impactful, relevant training to Ted employees and suppliers; including design and delivery of training, toolkits and webinars.
- Contribute to the upkeep of Ted's Supply Chain Mapping platform with 1st and 2nd tier supplier profiles, audit results, improvement plans and visit notes.
- Manage the administration and execution of ethical programmes for specific territories.
- Assess audit reports to create action plans and ratings for 1st tier suppliers.
- Provide timely reporting including analysis of audit results (geographical, non-compliance, severity, rate of occurrence etc.)
- Liaise with the Sourcing team to ensure prospective and new suppliers' ethical status aligns with Ted's expectations.
- Contribute to developing an ethical assessment reporting system for 2nd tier suppliers.
- Data collection, submission, verification & follow up for Ted's annual Sustainable and Ethical reporting.

Tools of the Trade:

MUST HAVES:

- Experience in the ethical trade sector.
- Working knowledge of ethical matters particularly in fashion production.
- Proven experience navigating supply chains; suppliers, factories and subcontractors.
- Solid experience of factory auditing and remediation processes (e.g. SMETA, SA8000).
- Confidence with IT (particularly Microsoft Office Suite) including; managing databases, spreadsheets & audit schedules.
- Strong presentation skills, with the confidence to present at board level and to external stakeholders.
- Excellent writing and editing skills
- Good understanding of cultural and social nuances and sensitivities needed to work effectively with multiple stakeholders across the world.

NICE TO HAVES:

- Ideally have studied related subject at university.
- Ideally have experience in visiting factories and implementing improvement plans from the visits.

Personal Traits:

- Good organisational skills, with ability to prioritise work load efficiently
- Collaborative work ethic contributing towards a positive team dynamic
- Adaptable and self-aware
- Excellent attention to detail
- A proactive self-starter who can manage a complex workload
- Excellent communicator

