Opening with *trustea* code secretariat - Director

What is *trustea*?

trustea is The India Sustainability Tea Program. It is a locally-developed and owned code that is meaningful, cost-effective and practical without compromising on globally accepted sustainability principles and standards. The programme aims to transform the Indian tea industry by verifying 50% of the country's tea production by 2020.

The *trustea* program was launched in July 2013, in Kolkata, with industry wide participation and support of Tea Board of India. It is uniquely positioned in the industry because it is a coalition of government, buying companies, producing companies, NGOs and trade associations. The scheme is funded by the three largest tea packers in India – Hindustan Unilever,Tata Global Beverages and Wagh Bakri – and IDH The Sustainable Trade Initiative. Work to implement the *trustea* code is conducted by two partners, Solidaridad and Ethical Tea Partnership. To date , the programme has verified approximately 40% of Indian tea production and is expected to reach over 50% by 2020.

The *trustea* code is based on the Indian legal framework for the tea industry. *trustea* also includes social and environmental control points that have been benchmarked against international agricultural sustainability standards, food safety regulations and industry best practice. It is applicable to the tea plantation sector, bought leaf factories, and small tea growers to enable compliance and traceability of tea throughout the production supply chain. The programme consults with experts and other stakeholders on issues such as agrochemicals, wages, housing and sanitation, gender, and the environment to ensure that the programme is able to maintain high standards whilst remaining practical and relevant to the tea industry.

trustea Governance: The trustea secretariat will be hosted by IDH for a period of not more than one year before transitioning into an independent entity. Such entity is expected to be financially self-sufficient by 2020.

Duties and objectives of the interim secretariat (hosted by IDH) towards *trustea* Code Management:

- Own and maintain the *trustea* code
- Protection of IPR and the *trustea* brand
- Empanelment and management of Certification Bodies
- Own and maintain the audit protocol, scheme regulations, and code implementation guidance
- Own and maintain the *trustea* audit tool application and website
- Development of a Chain of Custody system
- Manage quality control systems and System Assurance Audits
- *trustea* (Code) promotion and image management (public relations)
- Consult with and maintain relationships with key stakeholders
- Monitoring and evaluation of programme impact, including maintaining audit data records and analysis
- Quarterly reporting to the *trustea* Programme Committee
- Operational the agreed business model to achieve financial independence by 2020

trustea is currently looking to recruit a **<u>Director</u>** for *trustea* Code Management as detailed below to achieve its objectives.

JOB OPENINGS *trustea* Code Management

1. **DIRECTOR**

Profile:
• Have experience of at least 12 years in managing a supply chain assurance scheme for a sustainability standard or related products. *[desirable requirement]*
• Have detailed knowledge of audit techniques based on ISO 19011, such as a successful completion of a Lead Auditor's course in any one of the following - ISO 9001/ISO 14001/OHSAS 18001 / SA 8000 / ISO 22000. *[desirable requirement]*
• Has detailed knowledge of standards and audit techniques applicable to the agriculture sector, such as ILO conventions, Ethical Tea Partnership, SA 8000, Fair Trade, Rainforest Alliance, and IFC sustainability training among others.
• Knowledge and understanding of the key sustainability challenges facing the Indian tea sector or similar agricultural commodities and best practices to address them.
• Professional level of English language speaking and writing skills.
• High level of expertise with Microsoft word, excel, power point, outlook.
• Master's Degree or equivalent from Agriculture, social sciences and allied fields.
• Experience in managing a small team and/or small business,
• Ability to perform executive functions of financial control and management,
• Willing to travel frequently within the country.
• Willing to work under pressure and do multi-tasking as per the *trustea* vision, mission and objectives.

Job description:
• Reports to IDH initially and then to the Board of the independent entity
• Keep abreast of sustainability requirements and standards of all program stakeholders including review, assurance, compliance etc.
• Keep abreast of the regulatory environment affecting tea.
• To manage the Code Management functions including but not limited to pre-assessment managements /records, *trustea* certificate and their review to ensure they adhere to the code requirements.
• Keep abreast of International sustainability standards and assure correct *trustea* interpretation to adhere to these.
• Overall responsibility for ensuring that the *trustea* code remains credible and relevant.
• Oversee the process of proper upkeep and maintenance of the *trustea* website and monitor its regular updating including quality of materials being uploaded.
• Lead in the implementation of the Chain of Custody for tea with respect to the *trustea* code as approved by the *trustea* Board and *trustea* Program Committee.
• Lead in the development and use of any guidelines, technical brochures/bulletins,

including Communication and Seal/Logo use guidelines by stakeholders and monitoring proper usage.

- Organize and convene trainings on *trustea* code requirements for auditors, small holders, Tea Board officials, stakeholders etc.
- Lead and manage the process of empanelment for Audit Bodies /Certifying Bodies for the *trustea* code, verification requirements and ensure adherence in compliance with the ISO 17065 requirements.
- Coordinate with implementing partners to the *trustea* programme as and when required and advised by the *trustea* **Program Committee (tPC)** in various activities and provide support in sharing information on the *trustea* code, it's implementation and related matters.
- Lead the *trustea* code management team on any other *trustea* code related activity including System Assurance Audits (SAA), training material development, etc.
- Manage an independent entity and its employees, including human resources, and overseeing financial administration and budgets.
- Maintain a complaints mechanism, reporting of code breaches and documented process to address and resolve these.
- Develop written content for the *trustea* website, press releases and short news items.
- Represent *trustea* with external stakeholders and at conferences and events.
- The position will require frequent travel within the country.

Conditions for all positions:

Location of posting: Kolkata for all positions

Method of Application: E-mail

Salary and benefits: Competitive remuneration based on skillset and experience

Mode of recruitment: Contract

Candidates should be Indian nationals or have permission to work in India.

trustea is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will be considered based on merit without regard to race, colour, religion, gender, sexual orientation, age, disability or any other characteristic protected by applicable law.

For more information, please visit www.trustea.org

Applications must be received at cv_trustea@claritusconsulting.com by 20th **May 2018**.

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