

Fair Trade - Jobs

CEO → Ruby

- Responsible for the overall operation of Fairtrade in the school and the application to and award of Fair Trade awards. 'The Face' of Fairtrade at IST.
- Must run meetings regularly
- Must publish a calendar of Fair Trade events at the start of each term.
- Must meet with Friends at the start of each term with the Finance Manager.
- Must liaise with MPO & SOR in the application of Fair Trade schools awards.
- Ability to speak French and use this skill to publicise the events in local press / community.
- Research and promote new events, such as a permanent tuck shop, valentine's day etc.
- Be prepared to give presentations to the school leadership group.

COO / HR → Nicolas + Jake

- COO & HR report directly to CEO.
- In conjunction with CEO, must organise and run at least one assembly every school year.
- In conjunction with CEO, must organise and run one whole school fund raising initiative every year (not a cake sale).
- Set deadlines and outcomes for Fair Trade events.
- Ensure that everyone knows what their job is.
- Have an overall view of marketing, finance and stock.
- Liaise with Friends, English & Drama department about forthcoming productions and events and possibility of Fair Trade involvement.

Marketing / Communication → Ted + Louis

- Responsible for the taking of minutes during the Tuesday meetings and subsequent distribution via email to all people in the group (within 24 hours).
- Responsible for the production of posters and other adverts that are responsible in their use of paper.
- Send all adverts and communications to SOR / MPO / Ruby Noble to be proof read before being sent out to students / community.
- Digital adverts will be sent to MPO / SOR 1 week before the event so that they can be posted on the #istlive Twitter feed.
- Should take photos of all key events for publicity materials and school newsletter
- Ability to communicate in the main languages of our school (English, French, Spanish, German) would be beneficial.
- Setting up and maintenance of a permanent Fair Trade publicity corner in the secondary school building.
- Setting up and maintenance of a Fair Trade section on the school website.

Commented [MP1]:

Stock Mangers → Noe + Karl

- Maintenance of the Excel sheet with all perishable stock (tea, coffee, cookies) held at any one time.
- Maintenance of the Excel sheet with all sales equipment (cups, stirrers etc)
- Maintenance of Excel sheet with all Fairtrade equipment (machines, dispensers) held at any one time.
- Stock order ready at the start of each half term and informed by the calendar of upcoming events.
- Safe storage of food stuffs & regular checking of 'sell by' dates to ensure health & safety regulations.
- Ensure that all stock & equipment is returned after each event.
- Ensure that all equipment has been thoroughly cleaned after each event and is not stored away when wet.
- Report breakages to CEO as soon as possible.

Finance Manger → Ben

- Maintaining the Excel sheet where all monies (in goings & outgoings) are recorded. These must be updated after each event (within 48 hours)
- Termly meeting with Ruby and MPO/SOR with Friends to discuss financing and ordering.
- Email report to Friends at the end of each event to state how much money has been taken.
- Identify one purchaser from the group where monies will be reimbursed at the start of each half term.
- Responsible for the collection and storage of receipts that are claimed back from Friends.
- Responsible for the counting of monies at the end of each event and passing of money to Tess.
- Filling in of paperwork with Tess after event.
- Requesting the €10 float from Tess one week before the event and collection of the float just before the event.