



**SUSTAINABLE  
FIBRE  
ALLIANCE**

*Creating a Sustainable Cashmere Value Chain*

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## **JOB DESCRIPTION**

Post title:	Administrator
Salary Range:	18k – 20k depending on experience
Hours:	4-5 days a week (flexible)
Responsible to:	Operations Manager
Location:	UK (remote based)
Contract type:	6 months (2-month probation), with potential to become permanent
Date Issued:	July 2020
Start date:	Immediate

## **JOB CONTEXT:**

The Sustainable Fibre Alliance (SFA) is a non-profit international organisation working with the extended cashmere supply chain, from herders to retailers, to promote a global sustainability standard for cashmere. Our vision is a future where cashmere is produced in a way that minimises environmental impact, safeguards herder livelihoods and meets high welfare standards.

Founded in 2015, we are a standard holding and capacity building organisation with offices in both the UK and Mongolia. We are unique in that we are both market-led, providing a voice for the cashmere industry, and grassroots, offering a deep understanding of rangeland systems and the challenges facing the livestock herders. Our SFA Cashmere Standard was developed according to ISEAL best practice guidelines and represents the world's first holistic, evidence-based sustainability standard for cashmere that is both global in focus and locally adaptable.

Supported by our growing membership base and strong multi-stakeholder partnerships, we are now in a strong position to achieve real, lasting impact for cashmere producers and the rangelands that support them. As we embark on our ambitious 2030 Strategy, we seek an Administrator to join our small and dynamic team in the UK.

## **Role:**

The role of the Administrator will be essential to the smooth running of the SFA's operations. The post-holder will provide administrative support to the UK team and, when required, to the SFA Mongolia team.

The role is varied and fast paced. It requires excellent multi-tasking skills with an ability to prioritise, brilliant interpersonal skills and cultural sensitivity, a high level of organisation and a methodical approach, as well as the ability to deliver reliably and with high quality.

### **Accountability:**

The Administrator would report to and be supported by the SFA Operations Manager (his/her line manager), who in turn reports to the SFA CEO. The Administrator will work in close collaboration with the entire SFA UK team, consisting of which consists of our CEO, Operations Manager, Standards and Compliance Manager, Membership Officer and Comms and Marketing Officer.

### **KEY RESPONSIBILITIES:**

- Provide general administrative support to the SFA teams in the UK and Mongolia as required
- Preparation of documents, proof-reading and formatting
- Coordination of member events, including quarterly member meetings
- Minute taking at member meetings
- Support the Operations Manager in development of a shared online file storage system
- Support the Operations Manager in the day to day management of our shared remote operating system (Monday.com)
- Administrative support for SFA events in UK and provision of support to Mongolia team for events in Mongolia such as
  - Bi-annual SFA conference
  - Embassy / governmental events
- Attending events and conferences when required

### **SKILLS AND EXPERIENCE:**

#### Required:

- Demonstrated administrative and organisational skills
- Excellent interpersonal skills
- Strong diary management skills
- Thorough working knowledge of Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Excellent grammar and writing skills
- Strong attention to detail and proofreading skills
- Comfortable working both independently and collaboratively within a small, remote team
- Fluent in English

#### Desirable:

- Previous experience working in a non-profit organisation
- Interest in sustainable fashion and/or environmental sustainability issues.
- Knowledge of Mongolian and/or Chinese

- Technically savvy and familiar with cloud-based storage systems
- Experience of database management

**PERSONAL ATTRIBUTES:**

We're looking for applicants who are professional, approachable and organised. This post would suit a multi-tasker who has a thorough and methodical approach to work, with great attention to detail and is calm under pressure. Being a small and collaborative team, we seek a team player who is flexible, takes initiative and has a positive, can-do attitude.

**TO APPLY:**

To apply for this role, please send your CV and a cover letter to [zara.mt@sustainablefibre.org](mailto:zara.mt@sustainablefibre.org).

The role will be advertised for a minimum of two weeks and will remain open until a suitable candidate is found.

We thank all applicants for their interest; however only shortlisted candidates will be contacted. Interviews will be conducted remotely using Zoom.

STRICTLY NO AGENCIES