

ETHICAL FASHION SOURCE EXPO EVENT INTERNSHIP

June 2010

The Ethical Fashion Forum is currently looking to recruit an event intern to support the event manager in the coordination of its annual Ethical Fashion Source Expo (Formerly Global Sourcing Marketplace), a trade fair for suppliers to the fashion industry working to high ethical standards, taking place on the 6th October 2010.

The position is an exciting and challenging one. It will include liaising with inspiring suppliers and organisations working to high ethical standards from all over the world, and working alongside and learning from a highly experienced event manager. If you are interested in learning more about sustainable sourcing for the fashion sector or moving into the arena of event management, this is an excellent opportunity, and will offer you a broad and varied experience in both.

This is an unpaid internship position, based at the EFF's Rich Mix office, next to London's vibrant Brick Lane. Lunch and travel expenses within London can be covered.

ABOUT THE ETHICAL FASHION FORUM

The ETHICAL FASHION FORUM (EFF) is the industry body for ethical fashion. A not for profit organisation, the EFF works with the industry and consumers to reduce poverty, create sustainable livelihoods for garment workers and reduce the impact of the industry on the environment.

The fashion industry remains one of the most exploitative in the world, both to people and the environment. Poor working conditions, low wages and shocking environmental damage are widespread. At the same time, hundreds of fashion businesses are pioneering in sustainable practices.

Through its work the EFF has increased industry collaboration towards sustainability, supported and promoted best practice, raised awareness, provided information, resources and tools towards sustainability, improved the social and environmental practices of fashion businesses, and increased market access and opportunities for suppliers and producer groups working to fair trade and sustainability standards.

The Ethical Fashion Forum brings together more than 3400 network members in more than 100 countries, including leading designers, pioneering fashion businesses and exemplary suppliers.

ABOUT THE ETHICAL FASHION SOURCE EXPO 6th October 2010, Central Hall Westminster

This event will take place alongside the RITE conference

The Ethical Fashion Source Expo (Formerly Global Sourcing Marketplace) is the annual industry trade fair for suppliers of ethical fabrics, components, and manufacture to the fashion industry, and the first dedicated international ethical sourcing event for fashion, taking place in London.

The event aims to create a platform and opportunities for suppliers with exemplary practices. Ultimately, its goal is to reduce the environmental impact of the industry, support fair and equitable trade, and reduce poverty.

The Ethical Fashion Source Expo is run in partnership with some of the most established global networks of suppliers and experts in the ethical, eco and fair trade fashion fields, including the Fairtrade Foundation, Organic Exchange and the World Fair Trade Organisation. Through these networks, the event brings together inspirational and pioneering suppliers and supplier networks from all over the world.

This year we have negotiated a partnership with the RITE group and the event will run in parallel with the RITE conference, the annual conference for the sustainable fashion and textiles sector.

The event is run on a not for profit basis, with any profits generated dedicated towards the core work of the Ethical Fashion Forum, including supporting and increasing market access for ethical and fair trade suppliers such as those exhibiting at the Global Sourcing Marketplace event.

ABOUT THE POSITION

This is an unpaid internship position. Lunch and travel expenses can be covered

The role will include supporting the event manager with:

- Project programming and planning
- Liaising with event venue and planning event layout and functioning
- Liaising with event exhibitors- suppliers and manufacturers, and event partners
- Liaising with EFF's sourcing database manager who managed last years event
- Helping to coordinate the event, from stands and equipment to ticketing, handouts and seminar programme
- Organising representation for suppliers/ supplier organisations who request this option
- Promoting and marketing the event to both visitors and exhibitors
- Helping to coordinate the web presence for the event on the EFF website
- Supporting the financial management of the event, budgeting, and invoicing
- Managing event volunteers

PERSON SPECIFICATION

We are looking for a dynamic, energetic and organized individual who enjoys working with people to fill this position.

We are seeking someone who is inspired by the potential of ethical fashion and interested in making a difference in relation to poverty reduction and the environment.

Experience in the following: event management, marketing, in the fashion sector, and in relation to sourcing fashion products, in particular ethical sourcing, are an advantage but not essential.

Outputs:

The position will offer you the following:

1. Experience and knowledge:

First hand experience of:

Complex event management- including every aspect from venue to exhibitors and visitors and programme for the day

Ethical criteria in relation to sourcing fashion, and vetting suppliers in relation to this
The options out there in relation to ethical sourcing- a good understanding of the range of suppliers in this arena from all over the world and direct connection with them

Budgeting and financial management for events

Sponsorship and partnership proposal development and relationship building

2. Skills and personal qualities:

Skills in relation to ethical sourcing: Knowledge of the range of ethical labelling criteria and certification schemes, and the range of ways that suppliers approach sustainability

Organisation and management : Organisational and management skills, including the management of critical path and programme development, time management and people management

People and communication skills: Confidence, communication skills encompassing written and face to face delivery

Funding and finance: Increased understanding of funding and finance for social enterprise, including budgeting and forecasting

Practical Information

Working hours:

The standard working hours at EFF are 9.30am to 6pm

The EFF team likes to work on a flexible basis regarding office hours and occasional working from home if this is more productive. This can be discussed with supervisor.

Time period and days per week:

EFF requires a commitment of a minimum of 3 days per week from interns, for a minimum of 3 months.

This is to ensure that the placement is useful for both parties.

A full time internship is the most productive, however we understand that interns may need to do paid work elsewhere 2 days per week to support themselves.

Payment and expenses:

Internships at EFF are unpaid, however travel (within London) and lunch costs can be covered.

Interns to agree expenses plan in the first week to ensure that needs are met.

Email management:

Email set up will be explained by your supervisor.

The EFF has an email data system to ensure that mails are backed up in project files, which will be explained to you by your supervisor.