

Consultant Description & Person Specification

Consultant Position:	Italy Wine Sector Programme Manager	Location:	Home-based, with occasional travel to locations across Italy
Reports to:	Head of Global Programmes	Date:	Feb 2025
Contract:	Consultancy contract for 7.5 hours per week 1 st April – 30 th Sept 2025; with possibility of extension		

Consultancy Purpose:

To manage and ensure the smooth and successful running of Stronger Together's collaborative Italy wine sector programme, as well as identify and follow-up on opportunities for sustainability and growth. To deliver, enhance and promote our Italian services for businesses. To maintain and build positive stakeholder relations necessary for the successful delivery of the project. To manage and keep the programme on target, on-time, on-budget and in line with the agreements, and to our organisational objectives and guidelines.

Duties and Responsibilities:

- Project Management** – To manage and implement the Italy wine sector programme according to the project plan, budget and reporting framework, and ensure efficiency and alignment. To manage short term projects relevant to Italy. To liaise with the project coordinator where relevant.
- Partnerships Development and Management** – To map, maintain and grow successful relationships with Programme Sponsors, businesses across their supply chains, new and existing services users, the programme strategic collaborator Equalitas, local wine consortia in Italy and their members and other relevant Italian stakeholders, and when required, global stakeholders, e.g. non-profit organisations, government and industry associations. This includes the preparation, coordination and facilitation of the steering group meetings/calls, strategic relationship building with local consortia, based on programme plan, to increase local engagement and buy-in to the programme, including coordination of meetings and webinars.
- Training Coordination and Delivery** – To plan, effectively coordinate and co-deliver the training workshops according to the project plan/agreements and to achieve maximum success. To oversee the administrative aspects and lead on promotions. To be the key liaison with the programme strategic collaborator in the delivery of the training workshops. To ensure excellent quality service delivery of training workshops and give input in workshop review and development.
- Communication** – To be the first port of call for Italy programme-related enquiries. To work with the Head of Global Programmes, Co-CEO (Global) and Communications Officer on the

communications and marketing strategy for the programme, to ensure the programme, as well as workshops, toolkit, tools and other resources are promoted effectively and on a regular basis to our existing network and as widely as possible within Italy. To support the Communications Officer with the development and implementation of communications content, webinars, and materials regarding the Italy programme. To identify and follow up on opportunities for speaking engagements.

5. **Programme Business Development** – To identify opportunities to engage new Sponsor organisations to join the Italy programme and deliver 'pitch' presentations, to identify opportunities for Sponsors, service users and other businesses to access wider Stronger Together training and bespoke services support.
6. **Tools and Resources Development** – To contribute towards the development of new awareness and guidance materials including ideas for new and improved resources and supporting the sign-off process.
7. **Monitoring & Evaluation and Reporting** – To work with relevant colleagues to coordinate the monitoring and evaluation of the Italy programme. To ensure that reporting requirements for Stronger Together are on time and to a satisfactory standard. To report to Stronger Together and the steering group with clear and timely information.
8. **Strategy and Policy Support** – To work with the Co-CEO (Global) and Head of Global Programmes in developing and delivering long-term strategy and sustainability of the Italy programme.
9. **Representation** – To professionally present, represent and advance the position of the programmes and Stronger Together at various stakeholder meetings and events.
10. **Customer Service** – To deliver excellent customer service to steering group members, service users and other stakeholders and undertake assorted tasks as arise from time to time and other reasonable duties and responsibilities as may be required.

Person Specification

Criteria	Essential	Desirable
Qualifications		Bachelors degree in business, international development, social science or other related degree Prince 2 or other project management qualification
Knowledge	An in-depth understanding of the Italy wine and agricultural sector An understanding of ethical sourcing and global supply chains An in-depth understanding of forced labour and ethical labour practices	An understanding of working with labour providers and related forced labour risks/embedding responsible recruitment
Experience	Minimum of 5 years' senior experience of working with Italian businesses on ethical business behaviour, either working internally within a business or externally in partnership (e.g. not-for-profit organisation) or on a consultancy basis Proven track record in successful project management Experience of preparing and delivering training on forced labour/ethical labour practices/ethical sourcing to businesses	Experience of working in the Italian agriculture/wine/consumer goods industry (retailer, supplier, importer, exporter) Experience in business engagement/developing and managing senior management corporate sponsor relations Experience of writing guidance materials for businesses
Skills	Fluent in Italian and good level of English; Organisational; Interpersonal; Communicating and influencing at different levels including senior stakeholders; Confident trainer; Ability to negotiate effectively on behalf of the organisation; Excellent public speaker; Ability to work independently delivering day-to-day workload with minimal supervision; Ability to prioritise and work calmly under pressure; To work with colleagues collaboratively and as part of a team.	
Attributes	Positive, can-do attitude; Attention to detail whilst retaining sight of the bigger picture; To use initiative and be a self-starter.	
Circumstances	Willing to work remotely, to attend meetings and deliver training across locations in Italy on a regular basis when required.	