



FAIRTRADE

BUSINESS ARCHITECT CONSULTANCY

TERMS OF REFERENCE

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Fairtrade Foundation

Date: May 2026

Overview

Field	Details	
Position	Business Architect Consultant	
Directorate	Strategy, Intelligence & Operations	Team: Strategy, Intelligence & Operations
Reporting Line	Interim Head of Technology and Data	
Location	5.7 The Loom, 14 Gower's Walk, London, E1 8PY (Hybrid – min. 2 days in office)	
Contract	Contract	

1. Context and Background

The Fairtrade Foundation is looking to engage a **proactive and versatile Business Architect** to support in our digital transformation journey on a consultancy basis. This role will play a critical part in delivering business-critical change initiatives, working across multiple concurrent projects and engaging with stakeholders at all organisational levels.

The successful candidate will translate business needs into clear, actionable requirements and collaborate with internal teams.

2. Scope of Services

The business architect will be responsible for:

- Gathering, analysing, and documenting our business requirements, ensuring clarity, completeness, and alignment with strategic objectives.
- Facilitate stakeholder workshops and interviews
- Produce high-quality Business Architect artefacts, including:
 - Process maps (as-is and to-be)

- User stories and acceptance criteria
 - Use cases and **Unified Modelling Language (UML)** diagrams
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3. Core Responsibilities

The appointed business architect will be expected to:

- Develop **as-is and to-be process maps**, including swimlane diagrams
 - Create **wireframes and visual representations** of business requirements where required
 - Define **functional and non-functional requirements**
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4. Requirements (Mandatory)

Bidders must demonstrate:

- Minimum **3 years' experience** in a business architect role
 - Proven experience working within **Agile delivery environments**
 - Strong capability in producing BA documentation, including:
 - User stories
 - Use cases
 - **Unified Modelling Language (UML)** diagrams
 - Excellent **stakeholder engagement and communication skills**, with the ability to operate across all levels of the organisation
 - Strong analytical skills, including understanding of **data and its impact on business processes**
 - Ability to manage workload independently across **multiple concurrent projects**
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5. Desirable Experience

The following will be considered advantageous:

- Experience within **fast-paced or scaling organisations**
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- Exposure to **complex system implementations** or transformation programmes
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6. Skills and Attributes

The successful candidate will demonstrate:

- A **proactive, self-starting approach**
 - Strong **problem-solving capability** and attention to detail
 - A collaborative, team-oriented mindset
 - A commitment to **continuous improvement**
 - Interest in **emerging technologies and modern delivery practices**
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7. Deliverables

Expected outputs include (but are not limited to):

- Requirements documentation (functional and non-functional)
 - Process maps and diagrams
 - User stories
 - Stakeholder workshop outputs
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8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and track record
 - Quality and clarity of methodology
 - Stakeholder engagement approach
 - Understanding of Agile delivery
 - Ability to deliver across complex, multi-project environments
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9. Engagement Model

- Candidates must be able to work **independently while collaborating across teams**
 - Flexibility to support multiple projects simultaneously is essential
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10. Next Steps

Interested parties should submit:

- Relevant experience and case studies
- CV(s) of proposed resource(s)
- Approach to delivery and stakeholder engagement
- Availability and proposed day rate / commercial model and timescale for delivering the project





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THANK YOU

[fairtrade.org.uk](https://www.fairtrade.org.uk)

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