

## Job description for Local Groups Coordinator

**Salary:** Voluntary

**Responsible to:** The Permaculture Scotland Working Group (PSWG), one member of the working group will be assigned to provide support and a point of contact. This role does not require you to be a core member of PSWG, but you may be asked to meet with the group from time to time.



PSWG is a working group of the Permaculture Association (Britain), this means that we act as a charity. Though we are not officially trustees, we act as if we were (in our responsibilities to the organisation, yet with no legal liabilities).

Their immediate contact is the current Chair Graham Bell [graham@grahambell.org](mailto:graham@grahambell.org). This person will act as supporter as well as recipient of feedback.

**Applications will be considered by the Permaculture Scotland Working Group. Please apply to [scotland@permaculture.org.uk](mailto:scotland@permaculture.org.uk)**

### Job Purpose:

- ◆ This person will be responsible for building and supporting local groups throughout Scotland who have an interest in growing permaculture awareness and practice **by:**
  - identifying, with local members, focal points for local groups (individuals and locations, or also potentially common interest groups).
  - identifying and supporting local coordinators, in agreement with the working group.
  - developing guidelines and support packs for local coordinators, making any amendments needed (after consultation with the local coordinators) for good local 'fit'.
  - identifying existing groups and asking them to join the network.
- ◆ To ensure the Permaculture Scotland Working Group are informed of progress in the groups

**Personal Specification:** Shown below are the requirements that we believe necessary to fulfill the role

Requirements	Essential/ Desirable
<b>Qualifications or Knowledge</b>	
Have a good understanding of what permaculture is	Essential
Be a Member of the Permaculture Association	Essential
Hold a Permaculture Design Certificate	Essential
Hold the Diploma in Applied Permaculture Design	Desirable
Reasonable knowledge of geography and people of Scotland	Desirable
<b>Skills and Experience</b>	

Can demonstrate community development awareness	Essential
Ability to use google docs (or willing and able to learn)	Essential
Adept at e-mail and IT use of documents, spreadsheets and web	Essential
Experience of supporting and empowering volunteers	Desirable
<b>Personal Qualities</b>	
Organised, willing to ask for support when needed	Essential
Good with people (listening skills, mentoring and encouragement)	Essential
Sufficient time to carry out the role	Essential
Sufficiently Passionate about Permaculture to encourage and support others in the working group, the membership and the wider public, media and politicians	Desirable