

Application pack for the role of International Coordinator (Permaculture)



As International Coordinator, you will work to support new practitioners and emerging projects and develop collaborations between support organisations. (Image from Himalayan Permaculture Centre, a longstanding partner)

Are you passionate about nurturing a global community of people making positive change? Do you have excellent communication skills and a strategic approach? Do you love learning about what people are doing and finding ways to support them? Are you comfortable working within a changing environment and finding creative ways forward? If so, please do apply for this new role within the Permaculture Association. We are especially keen to hear from people with lived experience of living or working in the Global South, or being a refugee or from a diaspora community.

ethics • principles • design • action

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BCM Permaculture Association, London WC1N 3XX - Company no. 05908919 Charity no. 1116699 SCO41695

Dear applicant,

February 2023

International Coordinator (Permaculture)

Thank you for your interest in this post. Please find enclosed some background information to help you decide whether to apply for the position.

As an inclusive employer and membership organisation, we want our staff team to better reflect the communities in which we live and work. We are committed to making sure our organisation is inclusive, diverse and anti-racist, and that recognises and values individual differences and identities. People from communities that experience discrimination on the basis of race, ethnicity or immigration status; sexuality or gender identity; age; socio-economic status; or disability are encouraged to apply for this role.

Specifically, due to the nature of this job, we are particularly interested in receiving applications from people with lived experience of living or working in the global south, of being a refugee, or living within a diaspora community.

Applicants will be assessed on their ability to meet the criteria listed in the Person Specification. Please do not send a CV. Use the application form to show how you meet the criteria.

*** Please address all points in the person specification in your application.***

Please note, that we are only able to consider applications from people who already have the right to work in the UK. You can find information on the right to work in the UK [here](#).

Enclosures:

- Background information on the post and the Permaculture Association
- Job description and person specification
- Application form
- Equal opportunities monitoring form

If you would like to apply, please note that the closing date for receipt of applications is 31st March , 11.59pm GMT. All applications must be received by email to recruitment@permaculture.org.uk saved as a .docx , .doc, .odt or .pdf file.

Shortlisted candidates will be contacted by phone, so please ensure that you provide us with a phone number on which we can reach you during this week.

Initial interviews will be held online via zoom soon after. We will follow up references after this stage. A final interview round for selected candidates may take place soon after if required. Interview candidates will need to have access to Zoom and an internet connection that supports video.

Please note we would like the successful applicant to start as soon as possible.

If you wish to have an informal discussion about the post, please contact me by email initially. (andyg@permaculture.org.uk)

Yours faithfully,
Andy Goldring
Chief Executive

About permaculture

Permaculture is a design approach based on understanding how nature works. At its heart it has three ethics: Earth Care, People Care and Fair Shares. The permaculture toolkit is used to design regenerative systems at all scales - from homes and gardens to community projects, farms and bioregions. It is being used in over 150 countries around the world.

The word permaculture is derived from 'perma-nent agri-culture,' and 'perma-nent culture'. With permaculture, people are learning how to tread lightly on our planet, in harmony with nature. We are taking care of people and fellow creatures and designing our human systems so that they can be sustained for many generations to come.

About the Permaculture Association (Britain) - PAB

The PAB is the national charity that supports people to learn about and use permaculture. The Association has nearly 2000 members, with many hundreds of local projects and initiatives across England, Scotland and Wales. The Permaculture Association was established in 1983, and has supported and promoted many different sustainability innovations, many of which have now been widely adopted. Some of our members live outside the UK, and we have been an active member of the global community since we first started, with active support for a wide range of projects and events.

Our vision

A healthy and peaceful world, where we care for each other, the earth and future generations, share resources wisely and continue to heal and regenerate communities and ecosystems.

Our Aims

1. Make permaculture accessible
2. Accelerate learning about permaculture
3. Grow permaculture networks
4. Share and develop permaculture practice
5. Work with others to tackle key challenges
6. Build a smart, effective, socially responsible and sustainable organisation.

We offer a wide range of activities and services that support individuals and groups:

- The membership scheme works to inform, support and network between members.
- Our journal Permaculture Works shares stories and designs..
- The Projects and LAND network of demonstration sites engages people and gives visitors hands-on experience of permaculture.
- We support the development of permaculture education and training.
- We run the Diploma in Applied Permaculture Design.
- We run and host permaculture events.
- We operate a popular set of websites, which have over 10,000 visitors each month.
- We work closely with a wide range of organisations and networks.

You can learn more about our work and read our strategy at <https://permaculture.org.uk/our-work>.

How we are structured

- We are managed by a Board of Trustees, who are all members and elected at the AGM.
- We are a distributed team of 16 part-time workers that work from across the UK (and beyond), with a small office and 4 workers based in Leeds. The expectation is that this post would be managed from home, although the post-holder could also use the Leeds office.
- We are supported by regular volunteers and a large number of supporters across the UK.
- We are an evolving organisation with a culture of trying out and adopting new tools and systems to best deliver our work.
- We are set up to work remotely and use Slack, Zoom, Google Drive and other digital technology to collaborate and stay connected.
- The Chief Executive takes on day-to-day responsibility for the running of the charity.
- We have a number of members' working groups that focus on specific aspects of work.
- Our work is structured around a mix of charitable trading, grant funded projects and member-led work, all enabled by support services and good governance.

About this post

The International Coordinator is a new post developed to better respond to a wide range of enquiries from people interested in and involved in permaculture projects around the world. The post is funded for three years and will provide an opportunity to develop further partnerships and collaborations based on the needs and opportunities that arise over the initial 12-18 months.

Background to the post

The PAB is one of the longest running national permaculture organisations in the world. We have a good reputation for our work nationally and also for supporting and enabling permaculture to be more effective and connected internationally.

We have long standing relationships with many groups around the world, such as the Nepalese permaculture network / Himalayan Permaculture Centre, with whom we have been working and supporting their funding efforts since 1988. We also support groups in Kenya, El Salvador, Palestine and many others with informal support. We also have strong European partnerships and were instrumental in establishing the Permaculture [CoLab project](#) (a self-organising and self-directed online collaboration with workers and volunteers from across the world).

Despite the CoLab coming into existence, the number of international enquiries coming directly to the PAB is still increasing and outstripping our ability to respond. The enquiries are mostly from African countries, with some enquiries from Latin America, South East Asia, Europe and the Middle East. There are hundreds, probably thousands of emerging permaculture projects within the Global South that are led by mostly young people, all of whom are seeking to act urgently on pressing local and global issues. And while interest in permaculture is growing fast, with its thinking and practices being widely adopted, the network remains patchy and is not yet achieving its full potential.

This post has been established to better meet that demand and help the international permaculture community grow in its coherence and effectiveness.

Job description

Job title: International Coordinator (Permaculture)

Salary: £26,000 pro-rata (£21,670 gross per annum)

Hours: 28 hours per week (75% fraction of 37 hour week) which can be worked on a flexible basis.

Duration: Permanent, after an initial 3-month probationary period. Limited to three years unless additional funds can be secured.

Holiday entitlement: 32 days including Bank Holidays pro rata.

Sickness provision: PAB Sick Pay Scheme in addition to statutory requirements.

Pension provision: According to statutory provision. The PAB uses the government's NEST pension scheme.

Well-being and flexible working: 15 minutes/day of work time can be used for meditation/being in nature/rest; quarterly supervision sessions; supportive team culture; additional holiday and flexible working to support family life.

Place of work: This post is suitable for home working. We have an office in Leeds which can be available for working as needed.

Responsible to: The Chief Executive and Board of Trustees. Line managed by the Chief Executive.

Working with:

- The CEO (who has a small allocation of hours to support this work).
- International permaculture projects
- CoLab team members
- Permaculture partners such as ReAlliance, Soned, GEN, Permaculture For Refugees
- The PAB staff team on a range of work, including membership events, grant funded projects, education and online learning, communications.

Job Purpose:

1. To support emerging project leaders in the Global South to access the information and advice that they need to develop effective projects and initiatives.
2. To make national and regional organisations and networks more aware of each other and better able to offer each other support, share learning and initiate new collaborations.
3. To increase awareness of and engagement in the CoLab by key practitioners, national and regional organisations and allied networks.

Activities

Specific measurable indicators will be agreed with the postholder to monitor success of the activities.

Supporting and learning from enquiries

- Responding to enquiries with the best available information.
- Documenting responses systematically to improve support systems.
- Following up on enquiries to check progress.
- Listening to and understanding needs and opportunities, documenting them and feeding into partnership discussions and new / specific proposals.

Increasing our capacity to support

- Developing an open source collaborative mapping system with CoLab. Initiating a process of collaborative mapping with organisations and networks around the world.
- Initiate exploration into partnership working with ReAlliance / Soned / GEN / others.
- Identify other effective and reliable organisations and practitioners offering support and develop links with them and a clear understanding of their offer and parameters.
- Work with the CoLab Funding Circle to develop a directory of relevant philanthropic organisations and support collaborative international proposals that secure funds for promising regional, national or innovative local projects.
- Modelling engagement with the CoLab and encouraging other national organisations and networks to engage as well.
- Develop the significant ongoing collaboration opportunities created by international partnership projects that are completing in May 2023 - Community Climate Coaches and iACT (catalyst learning & demonstration centres)

Increasing advocacy for permaculture (from year 2 onwards)

- Using knowledge gained, develop advocacy materials that support local and national projects to better make their case to local authorities and agencies.
- Working towards a 'Global Permaculture Network' summary report in 2024/2025
- Wikipedia - develop a team to keep key permaculture pages up to date

Other responsibilities that apply to all staff members

- Attend weekly team and quarterly planning meetings and others as deemed necessary.
- Sharing good news stories so they can be used to promote the work of the Permaculture Association.
- Contributing to the budget, providing monitoring data and completing quarterly reports.
- Assisting with general duties and representing the PAB at events as appropriate.
- Preparing for and attending supervision and appraisal sessions with the Chief Executive.
- Undertake other duties as agreed with the Chief Executive.

Other information

- The post does come with a modest budget to support delivery of the project.
- The job may involve some travel and unsocial hours. Overnight stays may be required.
- Training may be provided to enable the post-holder to better deliver the key tasks and to aid personal development.
- A full induction will be provided into the working practices of the PAB.

Person specification

* Please address all points in the person specification in your application*

Essential criteria	Desirable criteria
Qualifications	
<ul style="list-style-type: none"> ● GCSE Maths and English or their equivalent 	<ul style="list-style-type: none"> ● Permaculture Design Course ● Permaculture Diploma
Experience	
<ul style="list-style-type: none"> ● Track record of paid or voluntary work on a permaculture or sustainability project ● Experience of international partnership working ● Experience in working as part of a multicultural team 	<ul style="list-style-type: none"> ● Lived and/or worked in the Global South ● Experience of writing successful funding bids for international projects ● Experience of supporting/developing an international practitioner's network
Knowledge and skills	
<ul style="list-style-type: none"> ● Ability to use permaculture in a range of situations and contexts ● Ability to work effectively as part of a highly collaborative and geographically dispersed team ● Excellent IT skills including use of collaborative technologies, shared documents and spreadsheets, email, internet ● Skilled at building collaborative relationships ● Analytical thinking 	<ul style="list-style-type: none"> ● Knowledge of funding opportunities for international work
Personal attributes	
<ul style="list-style-type: none"> ● Self-motivated, able to take initiative and to meet deadlines ● Highly organised, with good time management skills and the ability to prioritise workloads ● Able to work within constraints 	<ul style="list-style-type: none"> ● Working knowledge of French, Portuguese or other languages