

***Associate Consultant***

*for The Alliance for the Amazon and Beyond*

*at The Gaia Foundation*

**Period provision of service required for:** 08 July 2024- 31 December 2024 (a potential extension until the end of 2025)

**Required weekly hours /days to deliver service:** 9.5 days per month spread equally across each week (preference Monday, Wednesday, and Friday)

**Monthly fees based on required days per week:** average £1,045 per month

**Working with:** Programme Lead, Co-Directors, Partners

**Please send your CV, a cover letter, and the application form below to Kerry Meech at recrutiment@gaianet.org by midnight on Sunday June 23rd, 2024.**

The Alliance for the Amazon and Beyond is hosted by The Gaia Foundation, which has been accompanying partners, indigenous communities, and Earth defenders in Africa, South America, Asia, and Europe for almost 40 years. We are committed to reviving biocultural diversity, regenerating healthy ecosystems, and strengthening community self-governance for climate change resilience.

Through a holistic and long-term approach working with local, traditional and indigenous communities, civil society groups and social movements, we focus on four key areas:

* **Seed, Food & Climate Change Resilience** - Building seed, food and climate change resilience, enabling small farmers and growers to enhance their knowledge and seed diversity, building a movement for seed sovereignty.
* **Sacred Lands & Wilderness -** Protecting sacred lands through legislation and policy change, as well as the assertion of custodial rights, helps communities gain legal recognition that is rooted in their traditions.
* **Earth Jurisprudence -** Promoting Gaian governance through the Rights of Nature - recognising nature as the primary source of law and ethics, and challenging the current capitalist system.
* **Beyond Extractivism -** Moving beyond extractivism, backing those at the front line of mining struggles to defend their ecological and cultural heritage and to build alternative pathways whilst affirming their right to say ‘no’.

**The Alliance for the Amazon and Beyond**

This renewed International Alliance started in October 2019 as a response to the Brazilian indigenous peoples’ and grassroots organisations' call for support from international partners to diminish the impacts of the rapid dismantling of the socio-environmental policies and indigenous rights happening in the country.

The Alliance for Amazon and Beyond is a discrete network of individuals and organisations engaged in global socio-environmental justice, focusing on strengthening Indigenous Peoples and traditional communities in Brazil. It has an ecosystem approach consisting of thematic working groups, namely **Drivers of Deforestation**, **Legal Strategies**, **Front Line Defenders Security**, and **Funding Facilitation**. Each group informs and complements each other’s knowledge and impact on the field.

**Description of the service:**

We require a UK based Consultant with the flexibility for occasional travel when required, particularly into London. You must be Portuguese speaking with a good knowledge of Brazil.

**Role**

Your role as an Associate is crucial in supporting the Gaia Foundation and the Alliance for the Amazon and Beyond Lead Convenor. You will play a significant part in promoting knowledge exchange between organisations engaging with biocultural diversity in the UK, Europe, the US, and Brazil and promoting Indigenous Peoples' and Traditional Communities’ rights and self-determination. Your contribution will be instrumental in holding a space for critical reflection and exchange, thereby supporting the socio-environmental movement in Brazil and beyond.

**Responsibilities involved but not limited to:**

* Curatorship of content for the mailing list (3x week);
* Schedule and reminders before the working group meetings and
* Write summaries of all working group meetings and events;
* Join the Alliance convenor in meetings with partners and funders as appropriate;
* Attend and report on relevant events happening in London;
* Revise the list and map (Miro) of current Alliance members (Excell & Google groups), updating their new organisations, roles, and relevance of work;
* Support preparing a geographical expansion of the Alliance work via existing members and or topics of interest;
* Support writing and publishing socio-environmental analysis and briefs;
* Ad hoc tasks as required (e.g. funding proposals, revision of partner reports).
* Report directly to the Programme Lead.

**Person Specification**

The right candidate will be organised, driven, and self-directed. This role is a unique blend of team working and independent self-management, and the ideal candidate will be able to balance the two. The role requires excellent people skills and communication of all forms in both English and Brazilian Portuguese. The Associate will be comfortable co-convening both high-level and grassroots group conversations, writing summaries, and co-writing Newsletters.

This is an opportunity for someone with a background or specific interest in the socio-environmental movement in Brazil and the Pan Amazon, Indigenous Peoples, and Traditional Communities Rights, international drivers and financiers of deforestation, so we particularly welcome candidates with this expertise.

| Skills & Expertise | Essential | Desirable |
| --- | --- | --- |
| Good teamworking skills | X |  |
| Excellent written and verbal communication skills in English and Portuguese  | X |  |
| Excellent time management | X |  |
| Experience of presenting and convening meetings  | x |  |
| Ability to work independently and liaise virtually with a team | X |  |
| Good organisational skills and attention to detail | X |  |
| Good IT skills | X |  |
| Experience working with International NGOs  | X |  |
| Experience working with Indigenous Peoples and Local Communities from Brazil  | x |  |
| Knowledge of the Brazilian socioenvironmental and indigenous movement  | x |  |
| Advanced Spanish language skills  |  | X  |
| Knowledge of Amazonian socioenvironmental and indigenous movement |  | X |
| Knowledge of Global Environmental Governance  |  | X |
| Knowledge of the UK, and/or EU environment and trade regulation  |  | X |

**Please send your CV,** **cover letter, and application form below to Kerry Meech— recrutiment@gaianet.org — by midnight on Sunday, June 23rd, 2024.**

**Confidential Application**

*Associate – The Alliance for the Amazon and Beyond*

**The Gaia Foundation**

**Please complete this brief application form and attach a CV outlining your career to date, plus any academic and professional qualifications. Also include details of any voluntary post undertaken. Please send your application, by midnight on Sunday, June 23rd, 2024, to** recruitment@gaianet.org

Full Name:

Address:

Phone number:

Email:

Are you registered as self-employed for tax purposes?

How did you hear about this role?

REFERENCES

Please provide the details for two referees who know you in a professional capacity, either your former employer, your client, or your accountant if you only worked as a freelancer during the recent five-year period.

1 - Name and professional relationship to you:

Tel:

Email:

OK to approach Yes / No

2 - Name and relationship to you:

Tel:

Email:

OK to approach Yes / No

##### Please state, on no more than 2 pages:

## 1) Why would you like to be the Associate Consultant for the Alliance for the Amazon and Beyond?

##### 2) What three key areas of your experience and skills you can bring to this role

##### (Please draw upon the job description to inform your answer)

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular, that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent consultancy contract with the Gaia Foundation will be made on the basis of the information I have provided. Furthermore, I understand that a false declaration, which results in my appointment to the Gaia Foundation, will render me liable to dismissal without notice.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Recruitment Process**

## Timetable

|  |  |
| --- | --- |
| Deadline for applications | by midnight on Sunday, June 23rd, 2024.  |
| Interview Date (Time to be arranged) | Tuesday 2nd /Wednesday 3rd July tbc |

## To Apply

If you would like to apply for the role then please send your CV, covering letter and Application Form to recruitment@gaianet.org by midnight on Sunday, June 23rd, 2024.

**Information**

If you require any further information or would like to discuss anything in more detail, please get in touch with Kerry using the above contact details.

**PRIVACY NOTICE: please read and tick the relevant box**

Gaia collects and processes personal data about applicants as part of any hiring process. It is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Gaia collects a range of information about you through the application forms and CVs. This includes:

* + your name, address and contact details, including email address and telephone number;
	+ details of your qualifications, skills, experience and employment history;

Data will be stored in various places, including your application record, HR management systems, and other IT systems (including email).

Processing data from the applicants allows us to manage the process, assess and confirm a candidate’s suitability for the role and decide to whom to offer the role. We may also need to process data from the applicants to respond to and defend against legal claims.

If your application is unsuccessful, Gaia may keep your personal data on file in case there are future opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose, and you are free to withdraw your consent at any time.

Please note that your information may be shared internally for the purposes of the hiring exercise.

We will not share your data with third parties unless your application is successful and we decide to contract your services. We will then share your data with former employers and other professional contacts to obtain your references.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed.

If your application for the consultancy is unsuccessful, Gaia will hold your data on file for 6 (six) months after the end of the relevant hiring process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future consultancy opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for consultancy is successful, personal data gathered during the hiring process will be transferred to Human Resources file (electronic and paper-based) and retained during your contract. The periods for which your data will be held will be provided to you in a new privacy notice.

*I give / I do not give Gaia consent to hold my personal details contained through the hiring process for the full 12 months to be considered for other positions or not.*