*Regional Coordinator for Scotland (Maternity Cover), as part of ‘The*

*Seed Sovereignty Programme for UK & Ireland’* ***at The Gaia Foundation***

**Duration:** Fixed Term Maternity Cover for one year

**Location:** Home Based, Scotland

**Start:**   Week commencing 19 November 2024

**Salary:**  £31,860

**Hours**: Full time, (35 hours) compressed over 4 days Monday through Thursday (8.75 hours per day)

**Annual Leave**: 20 days of paid annual holiday plus 6.5 days of recognised statutory

public holidays for four day compressed working week

**Reports to**: Co-Director and Seed Sovereignty Team

**Working with:**  Seed Sovereignty team, Communications team, Co-Directors and partners

**Please send your CV, a covering letter and the application form below to Kerry Meech –** [recruitment@gaianet.org](mailto:recruitment@gaianet.org) **by 5pm on Monday the 7th of October 2024.**

The programme is managed by The Gaia Foundation which have almost 40 years’ experience accompanying partners, indigenous communities and Earth defenders in Africa, South America, Asia and Europe. Together we work to revive bio-cultural diversity, regenerate healthy ecosystems and strengthen community self-governance for climate change resilience.

Through a holistic and long-term approach working with local 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.
* **Sacred Lands & Wilderness -** Protecting sacred lands through legislation and policy change, and the assertion of custodial rights, helping communities to 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’.

**Seed Sovereignty of UK & Ireland Programme**

The programme, which began in 2017, facilitates the development of a biodiverse and resilient seed system in the UK and Ireland through building networks, providing training and mentoring, and supporting routes to market for seed producers. It raises awareness about the benefits of locally produced open-pollinated seeds and the need for a varied seed system as well as acting as advocate and partner to existing organisations in the sector.

The programme supports strategic collaboration across the UK and Ireland and the international seed movement in addition to the delivery of specific activities, training and resources aimed at up-skilling farmers and growers. These opportunities are made available through regional seed networks located around the UK and Ireland where training opportunities for collaboration are made available and facilitated by regional coordinators.

The programme has identified four overarching objectives for the third phase of the programme within which all of the activities have been organised:

1. **Cultivate** more open-pollinated seed in the UK and Ireland, as well as wider, deeper knowledge of it
2. **Connect** our nationwide networks and international allies, in addition to seeking out and plugging inhibitive supply chain gaps
3. **Catalyse** the power of the movement on socio-political issues effecting seed
4. **Celebrate** the inspiring stories behind seed

**Job Description**

This is a one year maternity cover for a home-based, full-time post, with travel required throughout Scotland and sometimes further afield.

**Role**

This role is for a Regional Coordinator to assist in the development of the third phase of the Seed Sovereignty Programme in Scotland. This is a one year fixed position for maternity cover. This role will include supporting a well-established seed network through training, mentoring, and routes to market and engaging with other groups and individuals through events, workshops and talks. It also involves collaborating with the rest of the team remotely to share best practices as well as co-develop and act on the central deliverables of the programme. In time the successful candidate will be expected to take the lead on certain aspects of this central programme delivery, the responsibilities for which are shared out among the team.

**Responsibilities**

* Contribute to the centralised training and deliver in-person and online regional trainings to the network in Scotland.
* Coordinate activities, resources and equipment, as required. These activities could include but are not limited to mentoring opportunities, variety trials, seed production and information, and networking events.
* Deliver a twice-annual Seedfest for the seed networks in Scotland.
* Collaborate with and support the Common Grains network.
* Build and maintain strong working relationships with regional partners.
* Monitor & track progress for the regional network for funders. Maintain any records as required.
* Act as the main point of contact for enquiries and interested parties in your region.
* Contribute to overall programme strategy/initiatives and co-develop programme-level work.
* Develop new opportunities, collaborations, and funding opportunities in your region.
* Report directly to the Seed Sovereignty Team and Co-Director

**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. The coordinator will be comfortable speaking in front of crowds and organising events and trainings, both in-person and online.

There is an opportunity in the team for someone with a background or specific interest in seed legislation as well as national and international seed law, so we particularly welcome candidates with this skillset.

Candidates must be able prepared to travel regularly, particularly within Scotland. As some of the members of our network are quite remote, this will require a clean drivers license and access to a vehicle.

| Skills & Expertise | Essential | Desirable |
| --- | --- | --- |
| Good teamworking skills | X |  |
| Excellent written and verbal communication skills | X |  |
| Excellent time management | X |  |
| Experience of presenting talks and/or training | 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 in the area of seed production | X |  |
| Experience of growing | X |  |
| Drivers license and access to a car | X |  |
| Knowledge of seed legislation |  | X |
| Completed the Programme’s Year Long Seed Training |  | X |

**Confidential Application**

## Regional Coordinator for Scotland (Maternity Cover)

**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 5pm on Monday the 7th of October to** recruitment@gaianet.org.

Full Name:

Address:

Mobile Phone:

Home Phone:

Email:

How did you hear of this post?

Are you eligible to work in the UK?

# REFERENCES

Please give details of two professional referees - your current employer (they will not be contacted prior to an offer), and your previous employer or personal referee:-

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

**Current Employment Terms Details**

Basic Annual Salary: Annual Leave:

Pension: Employer contribution: Employee contribution:

Any other benefits?:

Notice required: If applicable

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

## 1) Why you would like to be Regional Coordinator of Scotland?

##### 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 contract of employment 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 | 5pm on Monday the 7th of October, 2024 |
| Interview Date (Time to be arranged) | Monday 21st of October |

**Information**

If you require any further information or you would like to discuss anything in more detail, please contact Gaia Admin at the above contact details.

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

As part of any recruitment process, Gaia collects and processes personal data relating to job applicants. Gaia 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;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. We may also need to process data from job 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 employment 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 recruitment exercise.

We will not share your data with third parties, unless your application is successful, and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

We take 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 employment is unsuccessful, Gaia will hold your data on file for 6 (six) months after the end of the relevant recruitment 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 employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. 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 recruitment process for the full 12 months to be considered for other positions or not.*