Technical & Programme Support for The Seed Sovereignty UK & Ireland Programme at The Gaia Foundation

Role: Technical & Programme Support
Duration: Fixed Term, Part-time until June 2023
Salary: £25,000 - 27,000 pro rata, depending on experience
Hours: Part time - 14 hours per week. Hours worked over 2-3 days as preferred.
Location: Home-based in the UK, an online role supporting across the UK and Ireland
Start: As soon as possible
Annual Leave: 25 days (pro rata) paid annual holiday plus recognised statutory public holidays. Holidays are pro-rated for part-time employees.
Applicant must be based in the UK.

Reports to: Seed Sovereignty Programme Manager
Working with: Programme Manager, Coordinators and partners

How to Apply:

Please send your CV, a covering letter and the completed application form below to Sinéad Fortune at sinead@gaianet.org **by 5pm on Thursday 14th April.**

Background

About The Gaia Foundation:

The Seed Sovereignty UK & Ireland Programme is managed by The Gaia Foundation (Gaia). Gaia has 35 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'.

About the Seed Sovereignty & Ireland Programme:

The Seed Sovereignty Programme, which began in 2017, is working to create a biodiverse and resilient seed system in the UK and Ireland through building networks, providing training and mentoring, and supporting routes to market for small-scale seed producers. It raises awareness about the benefits of locally produced, open-pollinated seeds and the need for a diverse seed system. The Programme also acts as advocate and ally 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 in the lost art of seed saving. These opportunities are made available through regional seed hubs or partner seed producers located around the UK and Ireland where training, networking and opportunities for collaboration are made available and facilitated by regional coordinators. These trainings are also now largely delivered online.

The programme three overarching objectives:

1. More open-pollinated locally produced seed is available in the UK and Ireland. Increasing the amount of open-pollinated seed produced in the UK and Ireland as well as facilitating clear routes to market for producers and clear avenues to buy for growers.
2. Increased knowledge of open-pollinated locally produced seed and its benefits in the UK and Ireland
3. Increased solidarity with and unified direction for the wider international seed sovereignty movement. Solidifying links to international partners/collaborators, providing a clear position on policy, influencing decision-making around open-pollinated and small-scale seed production nationally and internationally.

Job Description

This is a home-based, part-time post, with occasional travel within the UK and Ireland. The role will suit a natural problem solver with strong technical competency looking to put their skills towards supporting a team who are transforming our seed system from the ground up.

The Role - *Technical & Programme Support*

This role is for a Technical & Programme Support to assist across multiple Programme activities and underpin the smooth running of the regionally led work. The role will consist of supporting the Programme Manager in the administration of day-to-day Programme commitments and delivery of our main conference, The Seed Gathering, in February 2023. A this is a *Technical* Programme Support, there is a particular focus on the online platforms, apps, and software the team and wider network uses, and seek to utilize in the future. This is an opportunity to improve and develop our current systems to create more efficient, effective work-flow and recording of critical data across the seed sovereignty movement. Although based online at home, this will be a sociable role as it involves collaborating with the rest of the team (of eight!) to support the coordinators and regional activities as required.

While no two days will look the same, regular activities will include providing general support such as organising documents and various project strands, helping with bookings and events, and aiding with regular updating and refreshing of the website. As the team works remotely, tech-based project management and communication tools are essential so high proficiency is

essential and a drive to seek out, test, and support the rest of the team with new options for apps, platforms and tools is important. As the programme work is diverse, the types of tools we currently use is likewise varied, but familiarity with Canva, Vimeo, basic video-editing software, Airtable and/or programmes that fulfill similar functions is highly desirable. More important, however, is the candidate's ability to effectively identify workflow pain points, research possible tools to help, and assist the team in developing a basic comfort level on these tools.

The programme runs several events throughout the year, both online and in-person, so occasionally the Tech and Programme Support will support on this. Our main event, the Seed Gathering, takes place once every two years and will likely fall in February 2023. The Tech and Programme Support will play a crucial role in assisting the team to plan this event, including but not limited to collating ideas and speakers, developing information guides for speakers and participants, researching and training the team in online conferencing software, basic tech troubleshooting, researching, collating printing and posting other conference materials, assisting in evaluating the event success.

Due to the nature of the role, some knowledge of growing and the regenerative agriculture movement is required. Awareness of the issues around seed sovereignty are highly desirable, but a full introduction to the Programme work and objectives will be provided upon start. There is also scope for tailoring the role to highlight and develop specific interest areas, depending on the candidate.

This is a diverse and dynamic role that offers an exciting challenge for the right candidate. The Programme is growing and evolving quickly and this role requires flexibility, but it can equally be shaped to fit the skills and passions of the candidate.

Responsibilities

- Support day to day running of the Programme which may include, but is not limited to: management of contact database, booking travel/accommodation/conference tickets for the team
- Ad hoc support to team. For example:
  - Help with pulling together documents for training
  - Transferring recordings from zoom to vimeo
  - Occasional extra support to an individual or company in our networks
- Research productivity, efficiency and management tools to help the programme with its work; becoming comfortable in using them; and supporting the team to use them
- Support with planning and organisation of programme events including smaller regional events, online events and the second Seed Gathering (Feb 2023)
- Maintain website content including regular updates of network map, organising articles for the blog, and ensuring all basic info is up to date
- Basic copy-editing of blog articles and support quarterly programme newsletter
- Minor tech troubleshooting for the team (eg how to use Google forms, how to format articles on website, etc)
- Occasional research tasks for the team on the topics of seed sovereignty, seed policy and legislation, community seed initiatives, diversity and routes to market
- Report directly to the Programme Manager

Person Specification

Skills & Expertise	Essential	Desirable
Great team worker and collaborator but also comfortable and proactive working independently	X	
Technical competency – Demonstrable capacity in basic operating systems, apps, productivity software, conference platforms, etc	X	
Confidence and previous experience training others in the use of online platforms and software, making tech more accessible for all abilities.		X
A problem solver. Experience with basic technical troubleshooting.	X	
At least 5 years' experience in an administrative role		X
At least 2 years' experience in a technical support role		X
Evidence of technical knowledge demonstrable with relevant qualifications or training		X
Excellent written and verbal communication skills	X	
Excellent time management	X	
Good organisational skills and attention to detail	X	
Proactive in seeking out and providing support to the team	X	
Flexible with working hours and willing to travel – occasional evening or weekend events and occasional travel	X	
Basic knowledge of growing and the issues surrounding seed sovereignty	X	

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