



TRAININGS FOR  
SOCIAL MOVEMENT  
IMPACT &  
RESILIENCE

## PROJECT COORDINATOR

### **Purpose of the role:**

- Coordinate & administer funding projects.
- Write funding proposals in collaboration with the team.

### **Who we are looking for:**

This is a role of 4d/w on project coordination and administration. We are looking for someone willing to immerse themselves into the administrative and coordination maze of grant management, which enables us to offer our training work for free to activists across Europe. You will join the Grant Administration circle and work alongside most Ulex team members. We are specifically looking for people to live and work here with us, please check our website for more information.

This is initially a 1 year post to mostly cover sabbatical leave for a team member. We will have a "probation" period during this 1 year and hold regular reviews with you to assess how it is going. If it is going well, and there's enough work to be done that will meet your skillset, we will discuss with you after 6 months on options for continued involvement with us (in coordination and/or other roles).

We believe life experience and skills are transversal, as long as you have a learning mindset and enjoy taking on challenges. So, please don't hesitate to apply if you think you would be able to fulfil this role well, even if you haven't done this kind of work before.

## **Initial objectives and key results:**

- 1. Write 1-3 funding applications and several final reports.** You will use your writing and framing skills to write good quality applications and reports. You will have the support and feedback of 10 years of experience within the team, and a range of previous successful applications to learn from.
- 2. Supporting approximately 10 partner organisations with funded projects.** This involves understanding bureaucratic requirements and procedures, sometimes reading contracts and information with the help of online translation tools. You will also use your communications skills to maintain a good working relationship with organisations, ensuring there's good information flow to understand and improve how our training supports their capacity building. You will use your coordination skills to attend to different aspects of project management: interim reports, receiving participant information at an appropriate time, ensuring all documents required are filled, etc.
- 3. Guiding participants through paperwork** in good spirits and with warmth even if you're doing it for the 50th time. You will be competent in navigating a wide range of spreadsheets and systems for storing and passing information. You will also use your attention to detail to generate paperwork (we have templates!) and make sure all the country specific contract requirements are met on the way.
- 4. Effective team work.** You will participate in collective decision making around best procedures through Slack or team meetings, proactively coming up with ideas for improvements. You will contribute to embodying a culture of care in how you interact with the rest of the team, offer support when you have capacity and reach out for help when needed.

### **You should not apply for this role if:**

- Our organisational culture and values do not strongly resonate with you (see relevant section on the recruitment info page on the website);
- You're not deeply curious and engaged in understanding the socio-political strategies, context and actors of European social movements;
- You can't respectfully manage and hold different perspectives and priorities;
- You need a lot of support to structure your time, task lists and priorities;
- You're not comfortable working as part of a team;
- You're disorganised and don't take personal responsibility or accountability;

- You're not able to manage periods of intense and time-pressured work;
- You're not flexible to work around periods of higher work-load and quieter periods;
- You can't retain confidentiality;
- You're not comfortable with digital tools (and get to know new ones relatively smoothly);
  - Currently we use: Microsoft Office / Open Office (documents and spreadsheets), GoogleDrive, NextCloud, Trello, Slack, Jotforms, Bitwarden, Thunderbird, Acrobat Reader).
- You're not willing to develop caring and supportive relationships with the people you work with;
- You have little interest in deepening your learning around oppression, discrimination, and active solidarity.
- You're not confident in writing and working in English to CEFR Level C1

For more information, you can go to [our website](#) to read more on wider team context and how to apply. Key dates:

- The **deadline** for applications is **Tuesday 28th June**, end of the day.
- The ideal start date is 8th August. There's some flexibility around this.

More information on wider team context and how to apply also pasted below in the following pages.

# Why join us?

## Our purpose

Through activist training and education we support social movements in Europe to contest the future - for social justice and ecological integrity.

We see the problems we face as interconnected. Systemic problems require systemic solutions and connected approaches. In our globalised world social movements and changemakers need increased connections: across borders, across issues, across constituencies. Creating and strengthening such connections enhances both impact and resilience. Sharing experience and learning increases movement responsiveness and vitality. That is why Ulex brings people together from across Europe from diverse groups and movements to learn together and build solidarity.

Over the last ten years we have innovated, piloted and networked. We've trained hundreds of activists from over 20 countries, during tens of thousands of hours of residential training. We've supported diverse organisations and collaborated with numerous international organisations and facilitators. We have done this mostly through residential training in our centres at the foothills of the Catalan Pyrenees. Recently, we have also been researching and generating training resources to increase accessibility of all the experience and knowledge that we have developed in collaboration with many engaged and talented activists and trainers. We've also done many other things, you can have a peek at them in our recent [Impact Report](#).

## Our culture and values

We are a diverse bunch in many ways. Here is a list of many things we value. We value many more too. Please do not take this as an exhaustive list of the "must haves". We fall short of them sometimes too.

- **Politics:** we come to our work with the urge to challenge the interlocking systems of oppression that undermine social justice and ecological integrity. We're strategic about that and ambitious to have a powerful and transformative impact

- **Self-management:** everyone has personal autonomy and responsibility to do their best work to achieve their role's purpose. But we are aware of other roles and work collaboratively to ensure all our work aligns together
- **Interconnectedness:** we navigate with curiosity the tensions between autonomy and cooperation. We believe that our wellbeing and resilience as individuals are tied to those of the group, as well as the earth
- **Synergy and Innovation:** we reuse and recycle ideas and practices where appropriate and relevant. We don't want to reinvent the wheel. But bring high levels of creativity and innovation to build on what is there.
- **Effectiveness:** we have high standards for our work, which involves the ability to learn and grow from mistakes
- **Resilience:** we deeply care for each other's sustainability
- **Passion:** we get energised from each other's commitment to social change and our role within it
- **Compassion:** we aim to support each other and generate safer spaces for people to know themselves more deeply and bring out their full potential
- **Self-awareness:** we just do not envision working without it, we expect to be able to reflect with each other about our tendencies and behaviours
- **Transformative friendship:** we place a lot of value in the quality of our relationships
- **Going for the good of the whole:** we apply systems thinking and understand that the good of the whole also involves "me".

## **Our team**

We hold each other with a lot of respect, love and appreciation. We are a very hard-working team, made up of some very committed people - and we strive with integrity to support each other to stay resourced and resilient.

Few snapshots:

- We can embody quite a lot of playfulness (e.g. some of us use "just dance" youtube videos to have organised breaks during intense administrative times);
- Most of us meditate (some more regularly than others!);
- You can expect occasional good jokes and sarcasm in our internal communications;
- When workload allows throughout the year, we engage in collective political study to have a shared vocabulary for making strategic decisions together;
- The '**integral activist' approach** that we hold for our trainings, also applies to how we think about our work together;

- You will be able to geek out about productivity systems and systematising everything, or on the contrary find others who like to keep things organic and flowing (we do achieve a good balance and all those people still love each other after years of working together);
- We take processes for both support and accountability seriously (individually and as a whole team) to help each other grow;
- [Click here](#) to read some brief descriptions of team members.

## **Our governance**

We are implementing Sociocracy as our governance structure. This means we value empowerment and a dynamic balance between autonomy and cooperation. We're not typically hierarchical, but neither are we simply horizontal! Sociocracy offers an agile structure that distributes decision making and aims to be empowering, efficient, and ensure we take care of each other. You will become part of the circles that are relevant to your work (a bit like working groups or teams). In these circles, as a full member, you will have equal power to consent or object to any decisions. You will have both autonomy and responsibility and be expected to consider the good of the whole.

## **Where you will work from**

Our office and about half of our team members are based in a small intentional community and project called Ecodharma. It's in the foothills of the Catalan Pyrenees. It is a stunning place to live. It is perfect for somebody who enjoys living in a small community but also likes space for themselves (we're currently 6 people, looking to increase to 8 in the short-term, aiming for 10-12 medium/long-term).

We are specifically looking for people to live and work here with us. We place a lot of value on the quality of our relationships, so being in the same place really helps with that. It also helps us to embody other aspects of our team culture such as regular study together, collective contemplative practice, and deepening friendship. However, we'll also consider people who want to work remotely. But if you didn't want (or weren't able) to take this post residentially at the community, we would still like you to spend at least 1 month per year with us (during September this year) to lay a solid foundation for our working relationships going forward.

## **Work Schedule**

We agree to a minimum of 32 working hours a week. Typically the working week at Ulex is Tuesday to Friday. A "typical" day can be thought of as 9 to 6pm, with 1h for lunch (but we're not all typical). We operate on trust, and nobody is watching or counting anybody's hours. We essentially work whenever is best for us, bearing in mind that coordinated working hours are useful for communicating with each other and having enough overlap for effective cooperation.

So, we take the breaks we need when we need them. We can choose to work at the weekends to free up some of our time during the week or just because we want to. As long as we're communicating clearly with the rest of the team if the change in our working pattern is going to affect them, all is well. If we end up with spare or idle time, we're trusted to express this and take on more tasks/responsibilities. Equally, if we're overstretched and need to constantly work overtime to fulfil our roles, and this is a challenge and concern for us, we're trusted to bring this up so that we can find a collective solution.

For the trust-based approach to work, we need to be conscientious about making good use of the time we consider work time.

If you need other working agreements for hours (for example, accumulating "toil" formally and then taking it), you can bring this up in a meeting and it can be agreed for you by the team.

## **Time off**

6 weeks per year. Generally any time will be fine as long as necessary tasks can get done while the person is away. We usually coordinate time in March for the following 12 months, to ensure adequate cover and time overlapping as a team.

There are some times in the year that are not ideal for (long) periods of time off, namely funding application writing time from December till February.

We don't take account of bank holidays or other public holidays. They are not additional to the 6 weeks per year.

Retreat time (for those living residentially) is additional to holidays. Historically at Ecodharma there has been a one month retreat in February. We have not been able to do this due to workload management with covid, and for now are changing to shorter retreats (6 days or so) a couple of times per year. Those working remotely can also ask for retreat time and join us with it.

## **Financial support**

We operate a 'solidarity economy'. So, we don't offer a wage or salary in the traditional sense. Instead, our approach is to consider the financial support that each of us needs to live a simple good life and feel resourced to contribute our work to the project. We will have a conversation and take into account your healthcare needs, caring responsibilities, debt, taxes and so on. However, as a social movement organisation, our funds are limited, so what we can offer will be limited too.

As a guideline, this is what is currently happening for current team members:

- Residentially: between 12,500€ and 17,500€ (as a mix of financial support, and in-kind support)
- Remotely: between 15,000€ and 20,000€ net (and up to 31,000€ gross).

As stated, this is what is happening at the moment. We do negotiate and review financial support on an ongoing basis, and on a needs basis. We think about our needs carefully, and we think of them with the spirit of generosity in mind. This comes together with a strong determination to take care of ourselves in the long-term even if we might be able to "live with less" in the short-term.

Depending on where you will be based there are options to be contracted under the Spanish state or through a UK registered organisation. If neither of these options work for you, you will need to be responsible for invoicing us as self-employed.

## **Diversity**

We are a diverse group with regards to gender, class, age and nationality. There is currently one BIPOC member of the team. Cultural backgrounds include Catalan, British, Polish, Russian, Turkish. We would like to continue to grow the diversity of our team and we strongly encourage people to apply with different experiences, backgrounds and identities.

We believe our differences and uniqueness make us stronger and we have a culture where difference and authenticity is valued. We want people from diverse backgrounds to feel represented and welcomed at Ulex. Having a diverse team will also help us build a broad-based Social Movement Organisation which can support and welcome a wide range of people and groups across society.



## More information

Do contact Neus at [neus@ulexproject.org](mailto:neus@ulexproject.org) if you have any questions or need support with your application.

- The **deadline** for applications is **Tuesday 28th June**, end of the day.
- The ideal start date is 8th August. There's some flexibility around this.

If you would like to apply for the post residentially at Ecodharma:

Please e-mail Neus at [neus@ulexproject.org](mailto:neus@ulexproject.org) before applying so she can send you further information about community life, agreements, accommodation, facilities and so on.

## How to apply

Send the following to Neus:

- CV (2 page maximum) and
- a cover letter (maximum 1600 words) telling us:

1) *I'm keen to join the Ulex team because...*

2) *I'll be able to stay motivated and committed to the coordination and administration role because...*

3) *You'll be delighted by my skills and qualities because they'll bring to the team....*

4) *Conditions that support me to bring my best self to a team are...*

5a) *If applying for a residential post: What interests and inspires me about living in Ecodharma is... The challenges that I foresee are...*

Or

5b) *If applying to take on the post remotely: My experience of working remotely as part of a team is... and given that experience, the challenges that I foresee are...*

Please also let us know where you expect to be based whilst working remotely.