

## Job Description

<b>Job title</b>	Co-Ordinator <i>(0.6 FTE for 36 months)</i>
<b>Reporting to</b>	The BIEN Executive Committee and a designated Line Manager.
<b>Responsible for</b>	Formalising BIEN structures and operations around the world with respect to its affiliates and members ; growing the conversation around and movement towards UBI.
<b>Location</b>	Global

### Background and Context

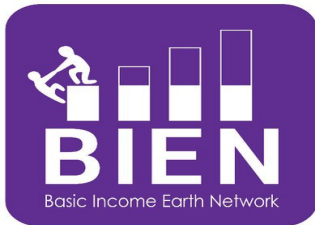
#### The Project

BIEN is a global network of members and affiliates from nearly 45 countries. Since 1986, BIEN has acted as a central hub in the global basic income conversation. It is now looking forward to an exciting new three-year project, funded by the Mustardseed Trust, which will strengthen and expand BIEN's global activity and enable it to meet the many demands being placed upon it by the growing and increasingly lively global Basic Income community.

#### The Position

The new BIEN Co-Ordinator will support BIEN in its core mission 'to educate the general public about Basic Income, that is, a periodic cash payment unconditionally delivered to all on an individual basis, without means test or work requirement; to serve as a link between the individuals and groups committed to, or interested in, Basic Income; to stimulate and disseminate research about Basic Income; and to foster informed public discussion on Basic Income throughout the world'.

This position is intended to support BIEN's transition from a volunteer-led to a professional entity, to build its institutional capacity, and to grow the global network of which BIEN is a central part. We conceive of this role as one which will support the wider Basic Income ecosystem to flourish, weaving connections between its various parts, facilitating collaboration, innovation and political impact, whilst promoting high-quality, accessible information to the public. A central component of this role will be co-ordinating the establishment of regional BIEN Hubs in Latin America, Africa and Asia-Pacific.



### *Objectives*

1. To enable BIEN to transition from a volunteer-led organisation to one with an increasing number of people working for it, with volunteers and paid staff working on different projects;
2. To establish regional BIEN Hubs, to function as Activity Hubs, with increased activities running efficiently;
3. To increase the geographical coverage of affiliations and membership, and BIEN's reach in the world;
4. To strengthen BIEN's identity as an Earth Network, particularly by increasing BIEN's body of knowledge on Basic Income and ensuring that it is well-documented, well structured, and easily accessible online in more languages. This will enable more people from non-English speaking regions to gain access to knowledge and resources on Basic Income;
5. To strengthen the current strategic partnerships, and increase their number and domains;
6. To make BIEN financially sustainable: by raising further funds, and to enable BIEN to cease to depend on a single major donor;
7. To enable BIEN to develop a decentralised structure by activating affiliates and members across continents, starting with the BIEN Hubs.

Although this position comes with clear objectives, we anticipate the successful candidate bringing their own ideas, enthusiasm and leadership to the role – there will be ample space for you to shape what you do and how, and indeed to shape the future trajectory of BIEN as a whole.

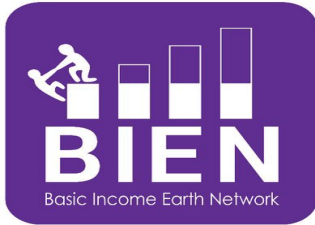
### *Details*

This position will be for a fixed term of three years, the first six months of which will be a probationary period. The post is funded by a three-year grant from the Mustardseed Trust, and will initially be approximately 0.6FTE, but can become full-time if sufficient additional funds can be raised.

If the Co-Ordinator appointed is resident in the United Kingdom and has permission to work in the UK then they will be employed by BIEN, and if they are resident elsewhere in the world then an appropriate contractual arrangement will be made. The employment or contract will be governed by the law of England.

Salary or contract fee will be by negotiation, and will be related to the cost of living in the country of residence but pegged at a decent wage for three days per week.

BIEN is a Charitable Incorporated Organisation registered in the United Kingdom, and is a network organisation with no office base. The appointee will work remotely, and will be accountable to BIEN's Executive Committee through a named member of the committee.

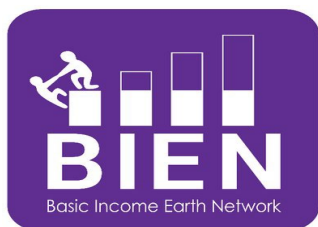


### **Job purpose**

To spread awareness about basic income and grow both the basic income movement and BIEN as a central node within that movement.

### **Main duties and responsibilities**

<b>1</b>	To co-create and expand structures and processes that 'institutionalise' and strengthen BIEN
<b>2</b>	To support the establishment of regional BIEN Hubs for decentralised BIEN activity.
<b>3</b>	To grow and support the basic income ecosystem, for example through hosting Sandpit meetings that bring together diverse actors.
<b>4</b>	Identifying sources of further funding and preparing bids to funding bodies.
<b>5</b>	Reporting to accountable actors within BIEN.
<b>6</b>	Representing BIEN publicly.
<b>7</b>	Organise and supervise educational and other projects



## Person Specification

Criteria	Essential	Desirable
<b>Experience/Knowledge</b>		
Understanding of Basic Income and its possibilities.	√	
Existing engagement with Basic Income debates and organising.		√
Sympathy with the objectives and ethos of BIEN.	√	
Experience of organising, with a particular emphasis on movement building and network building.	√	
Experience of engaging with and fostering growth among de-centralised networks.	√	
Coalition building, in particular across political or strategic differences.	√	
Institution building, including establishing structures that enable volunteers to collaborate effectively and channel their passions and skills.	√	
Fundraising, including grant writing and partner engagement.	√	
Team management.	√	
Independent working, including setting own goals and managing a flexible timetable.	√	
<b>Skills</b>		
Ability to work independently and effectively	√	
Ability to communicate effectively in oral and written form, especially in English.	√	
Ability to communicate effectively in languages other than English.		√
Computer literacy.	√	
Strong (professional) facilitation skills, e.g. around Innovation Sandpits.	√	
A relevant degree.	√	
A relevant higher degree.		√
Research skills.		√