



Camp Altiplano
Ecosystem Restoration Camps

Coordination Team Recruitment Information Pack

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Introduction

This year, after a busy and exciting build-up phase of the Ecosystem Restoration Camps' project, Camp Altiplano, the current staff are ready to pass the baton, and move toward other ERC work and other fulfillments.

Effectively as Camp Altiplano's 'steering group', the goal has been to construct a camp and begin a restoration site where a team of experienced, dedicated, passionate people can take on the roles of running the camp once it is created. Ideally, we transition at that point to a majority of Spanish nationals within the staff team, to help embed the project in the local community.

Whilst there are still several building projects ongoing, we are now approaching this exciting turning point! Here we convey the information you need to know, to find out if applying to be part of the core team at Camp Altiplano would be the right thing for you.

This info pack covers:

- A brief introduction to the Camp's approach to management, work, decision-making, and communication
- A table outlining the roles and responsibilities
- Deeper individual role descriptions
- Application Details

For those not yet well acquainted with Camp Altiplano and what we do, please make yourself familiar with this 'Background and Resources' document:

https://docs.google.com/document/d/1zvK2GvHKffX0_rGE-sYl3lesUlvNJhv_ChYTWYIle5U/edit

Our Approach

Management and decision-making

The Camp is managed in a non-hierarchical way between the members of the core team. Each member of the team has an area of responsibility, in which they make small decisions independently, with constant awareness of how their decisions tailor in harmony with the rest of Camp activities. Bigger decisions with wider effects are taken collectively, with input and advice from all members of the coordination team. All take responsibility in supporting the overall running of the camp and its evolution over time. We plan as far ahead as possible, whilst acknowledging that circumstances are fluid, and planning will require adaptive iterations to remain coherent with reality.

Whilst the team has fixed core roles, we recognise that people aren't fixed in the same way. This means, that as time, the needs of the project, and people's own purposes evolve, their may be movement of people from some roles to others. All core roles are covered by someone, and effective communication ensures that only those suitable for a particular role end up taking it. Whilst other useful and interesting roles for the camp may emerge, they emerge alongside and not instead of the core roles outlined above.

Respect and trust

We listen to each other, give each other space when needed, and support one another. Our well-being is fundamental to the success of the project. In order to be able to welcome and host campers and ensure they enjoy their experience, the coordination team must establish wellbeing and trust, both individually, and collectively within the team.

We recognise each person as a complex being, and respect all parts of them - including other staff members, campers, neighbours, and visitors. We act from a place of trust, assuming positive intent, in the knowledge that this can bring out the best in everyone involved. We remember that each individual has both freedom and responsibility for their words and actions, and may be held accountable.

Open and honest communication

Living and working together in a remote location, with little private space and daily shared responsibilities, can be challenging. The situation requires regular, open, honest communication. We make space in our daily and weekly meetings where we can share anything that is on our minds in a safe and non-judgemental environment. We endeavour to ensure there are always opportunities for us to collectively resolve any issues or potential conflicts in a constructive and respectful way. This may involve creating extra meeting spaces, perhaps between individuals alone, or facilitated spaces as requested.

We believe a system operates best when all information is easily available to everyone. In this way we minimise bottlenecks of information, or tensions due to hidden facts. Many minds working together are less likely to make mistakes, and more able to solve problems once they arise.

Honest communication starts with self-honesty. If we are honest and open with ourselves, we can be honest with the team; if the team is honest with themselves, they can be open and honest with the campers, visitors, and wider community. Mistakes are an opportunity for change and development, and are treated as such, without harsh words and blame. This does not compromise the individual's accountability for their actions.

Care for the environment

We try to live in a way that reduces our impact on the environment, in recognition that we are one small human element in a much bigger ecosystem. We aim to reduce, reuse and recycle all our waste, sending as little as possible to landfill. We use natural cosmetics at the camp to protect the soil and water from chemical products. As far as our budget permits, we buy food that we cannot grow ourselves from local markets, and organic or regenerative producers. We create space for ourselves to reconnect with nature, knowing that as we can care for the environment, it can also care for us.

Building and collaborating with networks

Ecosystem restoration is needed on a vast scale, as rapidly as possible, in light of the rate of climate change we see now. This cannot be done on our five hectares of land alone. To achieve faster change we draw on the expertise and networks of the ERC Advisory board, the AIVelAI Association, the Spanish board of the ERC, local experts and farmers, and members of the ERC. Our ambition extends beyond acting in isolation - we are reaching out, learning from others and sharing knowledge to have

an impact that goes much beyond this. Diverse, interconnected projects and communication are the key to widespread change in humanity's ecosystemic role.

Entrepreneurialism, Creativity, Evolution

We recognise that the roles documented here are essential for the project, but are by no means ALL that Camp Altiplano could be. We honour the space for each team member to be creative and inspired, seeing new potentials for achieving the aims of the camp, and helping them to manifest. For this we invite a spirit of creative evolution within voluntary roles, and also further entrepreneurialism. Camp Altiplano is a space where businesses may be created, that either support the Camp and its team, or empower and support local people. Thought to these matters are encouraged.

Work and Remuneration

Some roles in the core team are more time-intensive than others. Many are seasonal, or fluctuating with the Camp's rhythms as they change over the year. We look to those who are more burdened during any period, and match them with those who find they have the time and energy to support their colleagues' activities. This includes members of the core team, not just short term campers, meaning that the applications coordinator may spend three days a week gardening for a while, for example; the project coordinator help to build a chicken coop; or the maintenance coordinator helping to host a course.

It is important to take enough time to relax and recharge. The core team works 8 hours a day, five days a week, on average. Holiday is discussed with the whole team, and the Spanish Board.

Members of the core team - up to 7 individuals - receive a stipend in recognition of their amazing efforts in helping Camp Altiplano to grow and achieve its goals. The stipend amounts to €3,000 divided by those individuals: €428 per month each when a team of seven.

Roles in Brief

Role	Main responsibilities
Restoration Coordinator	<ul style="list-style-type: none"> ● Review, adapt and implement the Camp Altiplano Restoration Plan 2018-2021 ● Coordinate and lead campers during the planting season ● Write an annual restoration report ● Contribute to reports to funders ● Coordinate the production and collection of all plants for restoration. ● Communicate the theory and practice of ecosystem restoration and regenerative agriculture ● Support the monitoring of restoration at Camp Altiplano
Construction and Maintenance Coordinator	<ul style="list-style-type: none"> ● Coordinate camp build ● Manage the workshop, tools and equipment ● Maintain camp buildings and infrastructure ● Organise repairs by third parties when necessary <ul style="list-style-type: none"> ● General maintenance of bikes and vehicles (tyre pressure, oil, water etc.)
Applications Coordinator	<ul style="list-style-type: none"> ● Manage applications from potential campers ● Liaise with other coordinators to understand skills and number of campers required ● Interview and select campers ● Maintain up-to-date camper and visitor schedule ● Manage applications for Ecosystem Restoration Experiences ● Manage applications for courses and workshops ● Work with communications coordinator to keep applications webpage and camper handbooks up-to-date
Communications and Outreach Coordinator	<ul style="list-style-type: none"> ● Communications strategy and planning ● Manage Social Media and Website ● Create content and coordinate photography, filming, blog posts etc. ● Support development and editing of all camp reports ● Liaise with ERC communications team ● Support development of camp literature as required (e.g. handbook, leaflets), ensuring consistency of tone and style. ● Develop relationships with partners and other projects in Murcia, Andalucia and across Spain ● Seek opportunities to share our work locally and nationally

<p>Kitchen and Kitchen Garden Coordinator</p>	<ul style="list-style-type: none"> ● Coordinate cooking for events and courses ● Maintain shopping lists ● Handle dietary requirements ● Process excess food from kitchen garden ● Order materials ● Plan and oversee planting, maintenance and harvesting ● Maintain up to date planting records
<p>Hospitality and Events Coordinator</p>	<ul style="list-style-type: none"> ● Coordinate Ecosystem Restoration Experiences, take care of visitors before, during and after their stay, organise activities to be run by coordinators and others in the camp´s network ● Draw on the camp's networks to host teachers running courses relating to ecosystem restoration at the camp ● Host regular open and press days ● Host campers during the planting season and ensure a good experience ● Coordinate, and occasionally host, off-site restoration projects like our Patagonia project on Alvelal farms
<p>Project Coordinator</p>	<ul style="list-style-type: none"> ● Facilitate decision-making and long-term planning and strategy development with coordination team ● Maintain an overview of all aspects of the project and provide regular updates to stakeholders (ERC, funders, partners, Spanish ERC Association etc.) ● Submit regular budget requests to the ERC ● Oversee delivery of annual reports, restoration plans, reports to funders etc. with input from relevant members of the coordination team (restoration, communications, monitoring etc.) ● Manage funding applications ● Oversee monitoring and evaluation

Shared responsibilities and tasks

The following responsibilities and tasks are shared between all members of the team.

<p>Shared Responsibilities</p>	<ul style="list-style-type: none"> ● Be ambassadors for Ecosystem Restoration Camps ● Maintain a safe, welcoming and collaborative culture ● Welcome and host campers and visitors, ensure their wellbeing during their stay ● Decision making about long-term direction of the project ● Network to build relationships with local businesses, universities and other projects ● Keeping the shared living and working spaces in La Junquera and at the camp clean, tidy and welcoming ● Create communications content in line with the communications plan/strategy - photos, videos, blog posts etc. ● Help develop revenue generating business models to ensure the continuity of this project
<p>Shared Administrative Tasks</p>	<ul style="list-style-type: none"> ● Book-Keeping and Accounts ● Maintain up to date records of all legal documentation regarding the project, vehicle documentation, insurance, health and safety requirements, bank account etc. Vehicle ITV and insurance ● Maintain organised project files online and hard copies ● Manage camp email accounts ● Keep emergency information sheets up-to-date and clearly displayed in the volunteer house and at camp

Essential Skills

- Spanish and English languages
- Driving licence

Desirable experience

- Work in ecosystem restoration, agriculture, conservation or other related areas
- Work in a start-up NGO, social change initiative or business
- Facilitation/group process experience
- Living and working in a community
- Project management
- First Aid training
- Some basic mechanics experience

Detailed Job Descriptions

Restoration Coordinator:

https://drive.google.com/open?id=1_ImPRp-VKvoA5z_IDJgwAWaQ9cBUVnTqMWE99pOhil8

Construction & Maintenance Coordinator:

<https://drive.google.com/open?id=1Ia4prNCTbHS7xCSBd7i4k8JZqFcrwLyCzU99NEVJyTU>

Applications Coordinator:

<https://drive.google.com/open?id=16SFhB6sBWoJg3L58gTRT4BNp6TxWW4j3P-ORX4pCbu0>

Communications & Outreach Coordinator:

<https://drive.google.com/open?id=1BC2gYnXcZwHmdD7rG1WGFcp5GsF2tT2QS-LKKvPKWt4>

Kitchen & Kitchen Garden Coordinator:

https://drive.google.com/open?id=1W0-O_8cm46dfVNxlisrDIhILm7Vp-CXb_0qotK2goql

Hospitality and Events Coordinator:

https://drive.google.com/open?id=17s4fwbFbMijPKDhldGVgF5DU45oj0qX_p25326a5EpY

Project Coordinator:

<https://drive.google.com/open?id=1dc4pkYTFel0qZLZ0EFIJcEOnCnPOZXp1XZCrkPWdKRO>

How to apply

If you would like to apply to be a member of our team, or to ask us any questions, please send a cover letter and CV to:

info@erccampaltiplano.org