

# London Mining Network (LMN) Coordinator

## Job Purpose

- To provide strategic leadership of LMN in consultation with the Board of Trustees and staff.
- To ensure the smooth running of the organisation and develop internal processes.
- To recruit and support staff in their work, training and development.
- To facilitate effective governance by the Board of Trustees.
- To implement and have oversight of LMN's fundraising strategy.

**Time:** 5 days per week (4 days are negotiable).

**Salary:** £45,500

**Place of work:** Normal place of work is at the LMN Office in London. This is currently located near Finsbury Park tube station. There is discretion to work some days each month at home by agreement, subject to the needs of the organisation. The LMN Coordinator is expected to travel within London and the UK, and possibly overseas, from time to time to attend meetings and other events.

**Benefits:** London Mining Network's pension provider is the government NEST pension fund. Due to regulation, it is mandatory to join the scheme on commencement of your employment, but you may opt out of the scheme thereafter.

**Responsible to:** Chair(s) of Trustees

**Responsible for:** Staff, interns, consultants and volunteers.

## The Role of the Coordinator

The Coordinator is responsible for providing effective and strategic leadership to ensure the smooth running of LMN, working towards the objective of holding London-based mining companies to account. This will be pursued according to the priorities, programme of work and projects agreed with the staff, trustees, and network members. The Coordinator will oversee successful implementation by ensuring that these groups and individuals are supported and kept informed. In doing so, the Coordinator has a key role to play in strengthening and developing networks of solidarity with mine-affected communities.

## Job Description

### 1. Leadership and governance of LMN

- Lead on the development of a vision for LMN via annual and multi-year strategies, in line with the organisation's charitable purposes, ensuring work is conducted in line with agreed priorities.
- Ensure that LMN complies with all legal and regulatory obligations, including in relation to the Charity Commission and Data Protection obligations, with appropriate organisational and staffing policies.
- Coordinate and report to the Board of Trustees, ensuring that ordinary and annual general meetings are organised, and representatives are recruited.
- Recruit and oversee the work of other LMN staff, volunteers and consultants, delegating where necessary.
- Oversee the effective financial management of the organisation, including budgeting, financial control and financial reporting to the Board and Charity Commission.

- Lead and oversee fundraising, including overseeing funding research, timetable of applications, writing proposals where necessary, ensuring approval of final applications and timely reporting.
  - Develop and maintain strategic external relationships and represent LMN at external events.
- 2. Networking / Network support**
- Maintain and develop an active, inclusive and effective network of community representatives, organisations and individuals working with communities affected by mining.
- 3. Support for mining-affected communities**
- Coordinate visits by members of mine-affected communities around the world, including Global South communities affected by mining, to London to give them a voice and enable them to lobby mining companies.
  - Support and engage in lobbying and advocacy on behalf of mine-affected communities.
- 4. Research**
- Have oversight of current research projects, commissioning and promoting new research projects in line with LMN's strategic priorities and mission.
- 5. Awareness raising and education**
- Have oversight of LMN's profile through media and social media, working closely with the Communications Worker and other staff to plan, write and produce accessible materials which communicate LMN's work in an engaging and accessible way.
  - Deal with media risk management such as avoiding the publication of any defamatory materials, seeking advice from the Board of Trustees and network as appropriate
  - Oversee the organisation of training and educational events, public meetings, speaker tours etc.
  - Share and coordinate representation of LMN in an official capacity and to liaise with partner organisations.
- 6. General**
- With the support of the Chair(s) of LMN, the Coordinator will need to effectively manage their own workload, assessing priorities in terms of the balance between the operational workload and LMN's medium and long-term development needs.
  - Promote LMN's values including equality and diversity and anti-discrimination policies and procedures in all areas of work.
  - Undertaking any other duties that may reasonably be required.

**Person Specification.**

LMN is a network of 23 diverse organisations and 9 associate member groups concerned about human rights, social justice and the ecological integrity of the planet, particularly the negative impacts of London-linked mining companies on communities and ecosystems around the world. All groups are united around LMN's Statement of Purpose, with which all who join LMN are required to agree. It is essential for all LMN workers to have respect for this Statement.

The role requires both an ability to lead, support and collaborate with a small staff team. It also requires an ability to work respectfully with members holding a range of views which sometimes differ markedly from one another. The role will entail an interesting and varied workload with opportunities for development across a broad cross-section of work from

fundraising for the network to developing and maintaining appropriate administration and governance systems.

	<i>Essential</i>	<i>Desirable</i>
<b>Experience</b>		
Experience of leading strategic planning	x	
Experience of organising with, and facilitating, non-hierarchical networks and decision-making processes	x	
Experience of working in a non-profit or campaigning organisation whether in a paid or unpaid role	x	
Experience of leading and managing teams, ideally small and diverse teams	x	
Experience of staff supervision and management, including experience of managing change and developing internal organisational processes and policies	x	
Experience of supervising and/or writing successful fundraising bids, and managing grants	x	
Experience of working with grassroots communities /or mining related organisations		x
Experience of working with diverse communities and managing differentials of power and privilege		x
Experience of representing organisations to external actors		x
<b>Knowledge</b>		
Familiarity with UK charitable funding landscape, particularly grant funding	x	
Commitment to and knowledge of current social and climate justice issues in the UK and in the Global South	x	
Understanding of corporate structures, financing and regulatory systems	x	
Understanding the centrality of media and communication in campaigning	x	
Knowledge of mining as a social and/or environmental issue, particularly as it affects communities		x

<b>Skills and Attitude</b>		
Commitment to the principles of community-led solutions and solidarity	X	
Ability to build relationships with external partners and manage expectations	X	
Computer literate and able to use necessary applications for the position, or willing to be trained	X	
Excellent personal organisational skills, including good time management and ability to prioritise work and meet deadlines	X	
Excellent written and oral communication skills in English, including ability to clearly and engagingly communicate LMN's work to a diverse range of audiences.	X	
Ability to relate confidently and comfortably to people from a diverse range of backgrounds including with English as a second language	X	
Demonstrate a commitment to the values of LMN and act in the best interest of the organisation and its partners	X	