



**Organisation:** Tripod: Training for Creative Social Action

**Role:** Project Coordinator

**Contract type:** Permanent staff member (depending on successful 8 month probationary period)

**Start date:** 5 November 2019

**Pay:** £9.00 per hour

**Hours:** 2 days per week with the possibility of 3 depending on funding (@ 8 hours per day including paid lunch breaks)

**Location:** Edinburgh

**Application deadline:** Midnight, 9 September 2019

**Interviews:** For successful applicants interviews will be held in Edinburgh on the 26<sup>th</sup> of September. We will notify applicants we would like to interview by 19<sup>th</sup> September.

## About Tripod

Tripod's vision is of a world where communities organise for collective liberation by confronting the root causes of injustice, fighting to shift oppressive power relations and collaborating to build alternatives.

We want to see social movements which are strategic and focused, led by marginalised and directly affected communities, and capable of enacting lasting change. We believe strong and healthy social movements prioritise personal and collective care, build relationships of intersectional solidarity and respect, and create sustainable group cultures.

Tripod aims to:

- Support grassroots movements for social and ecological justice to take strategic, effective and sustainable action for lasting change.
- Build the power of social movements in Scotland by embedding community organising principles and campaigning skills.
- Nurture cultures of resistance to build intersectional solidarity, address conflict and work across difference.

## What We Do

We are currently working towards these aims through several programmes:

- **Consultation, Collaboration and Training** – we offer training, facilitation, conflict mediation and strategic support to grassroots collectives, campaigning groups, co-operatives, community groups and charities. This helps people to learn new skills, evaluate their work, implement their learning and shift group cultures to have more impact. From delivering a day of training about power and oppression, to supporting a group to identify their shared values and develop a strategy over several months, this work is enormously variable and keeps us on our toes as we tailor our support to each groups' needs.
- **'Organising for Power'** – we support the movement against racism and xenophobia and for migrants' rights in Scotland by training, coaching and supporting organisers to develop and implement strategic campaigns. By developing organisers' community organising and

campaign planning skills, we are building power to tackle the root causes of xenophobia and racism. This programme prioritises the participation of organisers directly affected by racism and xenophobia and seeks to foster their leadership. We successfully ran the programme for the first time in 2018-2019 and are looking forward to working with a second cohort of participants.

- **Pool of Trainers** – Our Pool of Trainers aims to resource social and environmental justice movements by training and supporting organisers and campaigners to effectively share their own skills, facilitate others' learning and help their groups collaborate more effectively. Marginalised identities are often under-represented in facilitation roles and we are working to change this. Our Pool of Trainers also enables us to respond to more requests for our work and supports social justice organisers to cross-pollinate learning between groups. The Pool currently has seven volunteer members, coming from various backgrounds, with experience in a wide variety of grassroots social movements.

You can read more about our story and our values here: <http://tripodtraining.org/>

## How we work

We are a small, independent, workers' co-operative (currently made up of 3 members) which enables us to have autonomy and ownership over our work and decisions. We value collaboration and shared leadership and make decisions together using consensus. We strive to strike a balance between working autonomously and supporting each other through collective meetings every 3 weeks where we allocate and review work and share responsibilities, as well as bi-annual two-day retreats for strategic planning. Our co-operative principles mean that we are not looking to make huge profits but a living wage for our workers through grant-funding and work with organisations that are funded and can pay for our time. Our profits go back into Tripod which enables us to offer our work on a donations basis to the grassroots struggles we are most passionate about.

Working in a small team requires open and honest communication. This role will involve a probationary period of 8 months which will end with a Review Meeting. This will be an opportunity for you and the rest of Tripod to review how we have been working together and decide if you and Tripod are a good fit. The Review Meeting will also enable us to decide together if you should become a Full Member of the workers' cooperative which would involve being legally registered as a Director and participating fully in overall strategic and organisational decision making.

## About the role

While you will have a particular focus on coordinating the Organising for Power programme, you will support all of Tripod's activities and take a fair share of the operational responsibilities. We practice skill-sharing and peer coaching within the staff team and will support you to feel confident in your work.

As a staff member of Tripod you will:

- Support all 3 of Tripod's programmes of work including liaising with groups accessing our support, designing, delivering and evaluating training and external facilitation, supporting and co-facilitating with other staff and volunteers as well as developing our methodologies.
- Take on 2 or more of the following operational functions – financial management including day to day finances, book-keeping, budgeting and accounting; HR; communications / publicity; website development; office coordination; IT; strategic planning and development; fundraising and general administration.

As a coordinator of the 'Organising for Power' programme you will:

- Ensure the effective delivery of second year of the programme;
- Facilitate collaboration between Tripod, grassroots campaigning groups and trainers to deliver the programme;
- Publicise the programme and recruit participants and mentors;
- Organise logistics for Cohort 2's residential training (7<sup>th</sup> - 12<sup>th</sup> February 2020) and review workshops (May – October 2020) and play an active part in programme design and delivery;
- Liaise with participants throughout the programme, especially in a coaching role to support the development and implementation of campaign plans;
- Develop and implement follow-up support that may include coaching, mentoring or accompaniment;
- Help to administrate the programme including bookkeeping, reporting to funders and liaising with all involved;
- Design and deliver documentation and evaluation processes for the programme which will enable us to record and share our learning;
- Write blog posts with news, reflections and learnings from the programme;
- Develop the programme to increase impact and longevity;
- Contribute to funding applications for the programme and liaise with funders including compiling reports;
- Liaise with external evaluator.

We welcome the ideas and passions you would bring into Tripod and will encourage you to be involved in the ongoing development of this role and the organisation as a whole.

## **Person specification**

We are looking for someone who is passionate about supporting individuals and groups to organise more effectively for social change. You will share Tripod's values and be committed and proactive in your work. You will thrive working as part of a small team of people who care about each other, the work we do and how we do it. You will be able to take the work we do seriously while maintaining a sense of fun, creativity and passion. You will be self-aware and able to communicate your own limits. You will be the kind of person who enjoys being self-directed and asking for support from co-workers when needed – you'll thrive without a boss and be enthusiastic to help shape the work that we do along with your co-workers. You will also be able to offer support to co-workers and get excited about Tripod's organisational development. You might even be fascinated and curious about group processes and radical education methodologies.

Ideally we are looking for someone who would be keen to join Tripod for the long-term, if the 8 month probationary period works out for us all. We want to work with someone who will grab the opportunities presented by working in Tripod for ongoing learning, take initiative and help make the organisation as useful and relevant as possible to the social and ecological justice campaigns that we support.

We are more interested in your experience and your approach than formal qualifications. Nobody will have all of the experiences we are looking for but we have listed several below. Don't be put off applying if you feel that you lack some of this experience - as a collective we are interested in supporting you as a new staff member to learn and grow into this role.

To apply for this role, we ask you to have:

- a strong commitment to social and ecological justice;

- experience of organising within a grassroots group, social movement or campaign for structural change;
- understanding and knowledge of racism, xenophobia and migration and a commitment to intersectional solidarity.
- experience of building relationships and networks of trust and solidarity across diverse groups;
- ability to prioritise and organise your own work and creatively problem-solve;
- strong organisational skills and experience of working to tight deadlines;
- experience in 2 or more of the following: financial management including day to day finances, book-keeping, budgeting and accounting; HR; communications / publicity; website development; office coordination; IT; strategic planning and development; fundraising and general administration.

For this role it would be desirable if you have:

- experience of project management or coordination;
- experience facilitating meetings in a grassroots social justice context;
- knowledge and / or experience of community organising methodologies;
- experience facilitating adult education for social change (i.e. workshops, events and trainings) using direct education and participatory methodologies;
- lived experience of racism, xenophobia or migration;
- experience working in a cooperative or flat-structured organisation;
- experience of campaigning in the Scottish context;
- experience of anti-racist organising in Scotland and connections to this movement;
- experience of writing and communicating campaigns and reflections through traditional and social media;
- experience of delivering and evaluating multi-group programmes;
- experience of fundraising, especially grant writing;
- familiarity with Linux computers and software.

## Equal Opportunities

Tripod opposes all discrimination on the grounds of colour, race, nationality, ethnic or national origin, economic status or social background, gender, sexuality, marital status, religion, age, size or disability. We value diversity and lived experience.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application and interview. We would particularly like to encourage applications from people of colour / black or brown people and people who have lived experience of racism, xenophobia or migration who are currently under-represented in Tripod. We do not require the successful candidate to have English as a first language. Where two or more candidates are judged to be of equal merit, priority may be given to a BME or migrant candidate as these groups are less well represented at Tripod. Due to the UK's racist border policies we are saddened and angered by the fact that we are unable to arrange work permits for applicants without UK residency.

If you would like to informally discuss the role or your application please email [info@tripodtraining.org](mailto:info@tripodtraining.org) to arrange a phone call.

## Terms & Conditions

**Wage:** £9 per hour (which periodically increases in line with the Living Wage).

**Hours of work:** The hours of work for this post is at 16 hours per week over 2 days. Depending on finances it may be possible in the longer term to extend to 24 hours per week over 3 days, although we cannot guarantee this at the moment. Some weeks can be very busy with deadlines and delivery while others can be lighter-going. Weekend and evening work is sometimes required but we can also work around your other existing commitments.

**Contract:** Permanent (subject to 8 months' probationary period). Please note that this post is funded until October 2020. Beyond that we would require new funding which we would expect you to be involved in generating.

**Holiday:** 5.6 weeks per year including public holidays which will be calculated pro rata. Staff can be flexible with when they take their annual leave, in discussion with other staff. There are no mandatory 'closure' days for the organisation but staff / the collective will discuss occasional 'shut down' periods for Tripod according to needs.

**Time off for illness, bereavement and emergencies:** Up to 2 weeks paid depending on circumstances (can extend in exceptional financial conditions). As long as needed, by negotiation, unpaid.

**Remote Working:** Staff should have at least 1 shared day per week in the Tripod office, ideally 2. Currently overlapping staff days are Tuesdays and Thursdays. Staff may work remotely for up to 3 weeks per year. Sufficient notice is required in order to ensure the smooth running of the collective. Staff can negotiate additional, occasional work from home days to facilitate certain tasks e.g. written tasks requiring no distractions.

**Flexi Time:** The nature of our work means we often need to be available evenings and weekends and that some weeks are quiet and others busier than work days allotted. Time off in lieu (TOIL) should be taken for extra time worked, ideally within one month of incurring it, on discussion with other staff members. TOIL can also be taken in advance if a busy period is foreseen. We expect all staff to keep the shared calendars updated and we avoid taking TOIL on the shared work day wherever possible.

**Place of Work:** Our office is located at Leith Walk, Edinburgh.

**Start Date:** We would need you to begin working at the 5<sup>th</sup> of November.

Essential dates: 22-23 November 2019 (to take part in our foundational Running Great Workshops training), 7<sup>th</sup> - 12<sup>th</sup> February 2020 (residential training O4P).

## How to Apply

Please send us your CV, including two referees, and a cover letter telling us why you'd like to be part of Tripod and what you would bring to this role. To give you an impression of what we are looking for in the cover letter, we want to see how the experiences you have had have shaped you and your ability to take on this role. Tell us why you're passionate about working in Tripod and this role in particular, and why you think you are the right person to do it. You could also tell us what aspects of the work you might struggle with or need additional training in. CVs and cover letters should be sent to [info@tripodtraining.org](mailto:info@tripodtraining.org). The closing date for applications is **midday on 9 September 2019**. Interviews will take place in Edinburgh on the **26<sup>th</sup> of September**. The start date for the new member of staff will be **5<sup>th</sup> of November**. If you are short-listed for an interview we will notify you by email or telephone by the 19<sup>th</sup> of September.