

Tripod: Training for Creative Social Action



Job Description

Operations Coordinator & Co-Director

About Tripod

Tripod is a small, independent, non-profit workers' cooperative that supports movements for justice to align, connect and plan to win.

You can find out more about Tripod on [our website](#).

About the Role

In this role you will:

- Oversee all operations and organisational coordination;
- Support delivery of Tripod's [programmes](#) with organisers for racial and ecological justice;
- Design, develop and implement effective internal systems and processes in collaboration with staff and our Board, to ensure Tripod's organisational health;
- Contribute to collective decision-making and maintain a strong relationship between staff and Board members.

We are looking for someone to commit to Tripod for the long-term, if the 8 month interim period works out for us all.

General Tripod staff responsibilities include:

- Fulfilling duties as a Co-Director including oversight, tending to Tripod's long-term health and collaboratively steering the organisation's strategy;
- Maintaining connections with the movements that we support to ensure our work is relevant and meets the needs of organisers on the ground;
- Peer-supervising another staff member.

Operational responsibilities include:

Organisational Support

- Create and implement programme management and organisational processes and systems that can ensure Tripod utilises resources and capacity effectively and achieves our objectives in alignment with our values and purpose;
- Supply relevant financial and operational information to allow effective ongoing reflection and development of Tripod's strategy based on our longer-term goals and the needs of the groups and movements we seek to support;
- Coordinate logistics for our bi-annual strategy Away Days;

- Contribute to other administrative work of the organisation when required.

People & Dynamics (our version of Human Resources)

- Coordinating and reviewing internal people management systems and processes, including annual staff appraisals, written procedures and training;
- Coordinating all paid staff recruitment processes and scheduling collective decision-making with other staff;
- Overseeing the staff training budget.

Office Coordination

You will be responsible for all office and operations related work including:

- Acting as tenant representative for Tripod when we return to office-based work (pandemic allowing), including liaising with our landlord and updating the collective;
- Internal communication and training on all office procedures, operations and Health & Safety issues;
- Being responsible for office supplies and other equipment, including software updates and back-ups;
- Facilitating any contracts for IT services.

Events & logistics

- Working alongside the programme teams you will be responsible for various logistics for events including venue hire, accommodation, catering & supplies (pandemic allowing).

Governance

- Supporting our Board, including preparing papers for and taking minutes at quarterly board meetings and acting as the link between our Board and the staff team;
- Responsibility for legal and financial administration e.g. Companies House and HMRC.

Finance & fundraising

Working alongside our external accountant, you will be responsible for delivery of financial tasks including:

- Assisting with financial reporting for programmes;
- Administering payroll, expenses, and invoices and entering accounting data;
- Raising Tripod invoices and ensuring they are paid within our terms;
- Coordinating fundraising & contributing to funding applications.

Person Specification

Please note that we are more interested in you and your approach than formal qualifications. We don't expect candidates to have all of the experiences we are looking for but we have listed several that we think would be useful for the role. Do not be put off applying if you feel that you lack some of this experience.

This role is for you if:

- You are passionate about supporting people to organise more effectively for social, racial, ecological and climate justice;
- You share Tripod's [values](#) and flourish working as part of a small team of people who care about each other, the work we do and how we do it;
- You are able to take the work we do seriously while maintaining a sense of fun, creativity and passion;
- You thrive without a boss, are proactive, a quick learner and enjoy being self-directed while supporting and receiving support from co-workers when needed;
- You are self-aware and able to communicate your own needs and limits;
- You have an interest in developing systems for effective collaborative working.

You should not apply for this role if:

- You have no interest in organising for social or ecological justice;
- You require very close management or supervision to work effectively;
- You shy away from holding much responsibility;
- You struggle with uncertainty or complex decision-making;
- You dislike reflecting on your own power and challenging your assumptions;
- You find it difficult to learn new things and adapt your ways of working;
- You prefer to work on your own instead of consulting with a team;
- You struggle to express strong concerns or take decisive action.

Essential for this role:

- Ability to work collaboratively with collective decision making;
- A commitment to Tripod's [values](#) with a passion for behind the scenes work;
- Strong project management skills and personal organisational skills, good time management and the ability to prioritise effectively;
- The ability to work to longer term goals whilst managing immediate demands;
- Competent in office and productivity software such as word processors, spreadsheets and web-based apps;
- Experience in office coordination and developing organisational coordination systems;
- Experience of developing and implementing effective HR support in diverse staff teams with an awareness of how systemic oppression impacts different staff;
- Experience in financial administration and budget management.

Desirable, but not essential:

- Experience with each of the above-mentioned operational responsibilities;
- Experience in a flat structured organisation;
- Experience of facilitating meetings and strategy processes;
- Experience of recruiting staff;
- Fundraising experience, especially with grant-writing, and connections to UK funders;
- Experience of organising accessible events for diverse groups.

What We Offer

Tripod is a unique workplace:

- We are committed to our [values](#) of social and ecological justice, self-determination and direct action, collective liberation, intersectional solidarity and collaboration and collective care, and are striving to embed these values across our work;
- We are a flat structure workers' cooperative and we value collaboration and shared leadership and decision-making. We are always exploring how to make our organisation as effective and sustainable as possible, which is an exciting challenge;
- We make our work useful and relevant to the social and ecological justice movements that we support. Our programmes are responsive to changing needs on the ground, making our day-to-day work dynamic and interesting.

What we offer our staff:

- *Learning* - As a training collective, we are dedicated to on-going learning and development to deepen our facilitation as well as organisational skills. We offer participation in in-house and/or external training depending on your learning needs, shadowing opportunities and regular skill-shares;
- *Flexibility* - We practice skill-sharing and peer coaching within the staff team and will support you to feel confident in your work. 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;
- *Community* - Opportunities to meet people involved in other groups and movements working for social, ecological and economic justice, including regular socials with our amazing freelance trainers and Board members;
- *Collective Care* - A chance to be part of a small, tight-knit team who value collective care and having fun together as part of our working culture.

Co-Directorship

This role will involve an interim period of 8 months. This will be an opportunity for us to review how we have been working together and decide if you and Tripod are a good fit. This 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.

Terms & Conditions

Wage: £12.50 per hour/ £18,200 per annum (£26,000 pro rata, before tax, national insurance and voluntary pension contributions).

Pension: Employers contribution at 5%.

Hours of work: 4 days per week. Weekend and evening work is often required but we can also work around your other existing commitments and caring responsibilities.

Contract: 1 year, with the aim to convert this into a rolling contract as a permanent staff member and Co-Director (depending on a successful 8-month interim period and funding).

Remote Working: We are currently working remotely but hope to go back to an office in Edinburgh as soon as is reasonable, depending on the pandemic restrictions. Staff have a minimum of 2 shared working days per week in the office to ensure the healthy functioning of the organisation. Currently overlapping staff days are Tuesdays and Thursdays.

Flexi Time: Occasional evenings and weekends. Time off in lieu (TOIL) is taken for extra time worked.

Holiday: 5.6 weeks per year including public holidays which will be calculated pro rata. Staff can be flexible as to when they take their annual leave, in discussion with other staff.

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.

Place of Work: Remote. We are currently looking for new accessible office space in Edinburgh which we'll move into when it is safe to do so.

Start Date: 1st of December 2021.

How to Apply

Please complete the Application Form and send to info@tripodtraining.org with the subject line: 'Operations Application'.

If you would like to informally discuss the role or your application please email info@tripodtraining.org to arrange a phone call.

Application deadline: 12 midday, the 25th of October 2021.

Interviews: For successful applicants, interviews will be held online on the 17th of November 2021. We will notify applicants we would like to interview by the 9th November 2021.

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; people who have lived

experience of racism, xenophobia or migration; disabled people; people who identify as being LGBTQIA; people who have a mental health condition; and people who identify as working class or have done so in the past 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.