

Tripod: Training for Creative Social Action



Job Description

Migrant & Racial Justice Programme 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:

- Co-develop and deliver our Organising for Power programme focused on strengthening the migrant/racial justice movement in Scotland;
- Support the delivery of Tripod's other programmes by training and facilitating social and ecological justice organisers;
- Take a fair share of responsibility for organisational oversight alongside collective members and our Board.

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;
- Supporting 2 or more of the following operational categories – HR; communications / publicity; finance, website development; office coordination; IT; strategic planning and development; fundraising and general administration;
- 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.

Training and facilitation responsibilities include:

- (Co-)designing and delivering tailored training online and in-person on a range of collaboration and campaigning skills;
- Co-facilitating meetings and group processes with diverse focus areas including strategy and visioning;
- Supporting & debriefing with other staff and participating in skillshares;
- Developing Tripod's tools and methodologies.

Programme coordination responsibilities include:

- Co-developing and overseeing the strategy and budget for the Organising for Power programme;
- Liaison and collaboration with Tripod colleagues, grassroots campaigning groups and other social justice trainers and facilitators;
- Coordinating, designing and delivering training events and courses, mentoring and coaching for community organisers and campaigners;
- Proactively and consistently communicate with participants of the programme to support their campaigns and strengthen their organisations and build alliances across movements;
- Evaluating the programme and sharing our learnings with the Tripod team, participants, funders and the broader movement;
- Administrating the programme including contributing to funding applications and reports.

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 are fascinated and curious about group processes and radical education methodologies;
- You have an interest in developing systems for effective collaborative working.

You should not apply for this role if:

- You have no experience of 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:

- a strong commitment to social, racial and ecological justice;
- experience of organising within a grassroots group, social movement or campaign for structural change, preferably in migrant /racial justice movements;
- experience of project management involving coordination and partnership with multiple organisations;
- understanding and knowledge of racism, xenophobia and migration, experience of working to dismantle systemic oppression and a commitment to intersectional solidarity;
- experience of building relationships and networks of trust and solidarity across diverse groups;
- experience facilitating meetings in a grassroots social justice context;
- experience facilitating adult education for social change (i.e. workshops, events and trainings) using participatory methodologies;
- 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 operational areas: HR; communications / publicity; finance, website development; office coordination; IT; strategic planning and development; fundraising and general administration.

Desirable, but not essential:

- knowledge and / or experience of community organising methodologies;
- lived experience of racism, xenophobia or migration;
- experience working in a cooperative or flat-structured organisation or group;
- experience of campaigning in the Scottish context, ideally within or with strong connections to migrant-led / anti-racist movements;
- experience of communicating campaigns and reflections through social media;
- experience of fundraising, especially grant writing;
- familiarity with Linux computer operating systems.

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, co-facilitation and 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: 1 December 2021.

How to Apply

Please complete the Application Form and send to info@tripodtraining.org with the subject line: 'OFP 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 27th of October 2021.

Interviews: For successful applicants, interviews will be held online on the 16th of November 2021. We will notify applicants we would like to interview by the 9th of 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 and people who have lived experience of racism, xenophobia or migration; disabled people; people who identify as being LGTBQIA; 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.