

# Tripod: Training for Creative Social Action



Role Description

## Trainer, Facilitator & Programme Coordinator

**Location:** Edinburgh

**Contract:** £27,846 gross pro rata. Initial 8 month contract, at 4 days/week, with the aim to convert this into a rolling contract as a permanent staff member and co-director of Tripod.

**Deadline for applications:** 9.00 Friday 19th April

## About Tripod

Tripod is a small, independent, non-profit workers' cooperative based in Edinburgh. We build the power of social movements tackling the root causes of injustice in Scotland and beyond. As a collective of facilitators and educators, we connect people and develop skills to embody the liberated futures we're fighting for. We seed active solidarity and strengthen strategic collaboration within and across movements.

You can find out more about Tripod on [our website](#). We're in the process of developing our 2025-2027 strategy, you can find a sneak-peak [on our blog](#).

## About the Role

You will be responsible for coordinating our Consultation, Collaboration & Training (CCT) programme, which is Tripod's income generating arm. As a non-profit, we offer training, facilitation, and other support on request to funded organisations using a [sliding scale](#), to enable us to offer support to grassroots groups and movements with fewer financial resources. Due to high demand, one of our areas of focus for the coming years will be anti-racism training for white and mixed-race teams. As a worker-led cooperative, each member of staff also takes responsibility for Tripod's smooth organisational functioning as we move towards our purpose together.

## 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.

## Programme coordination responsibilities include:

- Co-developing and overseeing the business strategy for the programme;
- Coordinating the network of freelance trainers we work with, incl. maintaining working relationships and ongoing support for members;
- Manage relationships with organisations that contract Tripod for paid work, including financial agreements, remit and terms of work;
- Make decisions about requests for Tripod support: what work we take on and allocating (co-)facilitators in line with strategic and financial priorities;
- Coordinating and implementing hosted training events;
- Effective and efficient administration of the programme including budgeting and invoicing

## Training and facilitation responsibilities include:

- Liaising with groups accessing our support to assess their needs;
- Designing high-quality tailored workshops, trainings and meeting agendas for work with a broad range of groups and organisations in Scotland and beyond;
- (Co-)facilitating training on a range of skills (see our [current offerings](#))
- (Co-)facilitating meetings for collectives, organisations and coalitions with diverse focus areas ;
- Supporting other staff and freelance trainers and participating in skillshares;
- Developing Tripod's tools and methodologies, to meet needs of movements we support and ensure relevant and supportive offerings.

## General staff responsibilities include:

- Effectively managing personal, programme and collective work plans according to agreed priorities and deadlines;
- Proactively contributing to timely and effective internal communication and decision making;
- Collaborating on practical and pastoral support for other collective members: through peer supervision, ad hoc support for other programme teams and onboarding of new staff;
- Contributing to keeping Tripod's work relevant, on purpose and in line with values including in strategic planning and day-to-day work;
- Participating in local and international social justice networks.

All Tripod staff members also take on responsibility for one or more of our **operational areas** to support effective organisational management of our coop – HR; communications / publicity; website development; office coordination; IT; strategic planning and development; fundraising and general administration, in collaboration with other staff.

# Person Specification

## This role is for you if:

- You share Tripod's [values](#) and wish to support the work that Tripod does;
- You enjoy being self-directed while supporting and receiving support when needed;
- You have good communication skills and experience working with small organisations;

## Essential for this role:

1. A strong commitment to social, racial and ecological justice;
2. Understanding and knowledge of racism, xenophobia and migration, experience of working to dismantle systemic oppression and a commitment to intersectional solidarity;
3. Experience facilitating adult education for social change (i.e. workshops, events and trainings) using participatory methodologies, including anti-racism;
4. Experience and interest in conflict facilitation, mediation;
5. Experience facilitating meetings with diverse focus areas including strategy and visioning;
6. Strong personal organisational skills, good time management, and the ability to prioritise effectively;

## Desirable, but not essential:

1. Lived experience of racism, xenophobia or migration;
2. Experience working with a flat structured organisation;
3. Experience of project management, including 'sales' or liaising with multiple stakeholders;
4. Connections to community organisations, third sector organisations and/or unions in Scotland.
5. Experience with Xero and Google Sheets
6. Experience in two or more of the following operational areas: HR; communications / publicity; finance, website development; office coordination; IT; strategic planning and development; fundraising and general administration.

# What We Offer

## Tripod is a unique workplace:

- We are committed to our [values](#) of social & ecological justice, collaboration, care & joy, transformative learning and collective liberation, and are striving to embed these values across our work;
- We are a workers' cooperative and we value collaboration, 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:**

- *Collective care* - Tripod strives to be a workplace that supports staff to be well. For example, we offer enhanced parental pay, enhanced annual leave, sick, & compassionate leave, and the possibility for sabbatical breaks. We also offer paid one-hour lunch breaks, TOIL (Time Off In Lieu) and flexible working hours/days (outside of the office days, see below).
- *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 a generous budget for in-house and/or external training depending on your learning needs, co-facilitation and shadowing opportunities and regular skill-shares;
- *Co-responsibility* - We practise 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 you will shape the development of this role and our co-op;
- *Community* - A chance to be part of a small, tight-knit team who value care and having fun together as part of our working culture. We also offer 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 advisory Board members.

## Terms & Conditions

**Wage:** £27,846 pro rata (£24,866 @ 4 days/week), before tax, national insurance and voluntary pension contributions.

**Pension & benefits:** Employers contribution at 5%. We offer contributions towards travel expenses and childcare where needed.

**Hours of work:** 4 days per week (32 hours): 7 hours plus paid lunch breaks.

This is not a remote role, and will have a minimum of two days per week in the Edinburgh office to ensure the healthy functioning of the organisation. Currently, overlapping staff days are Tuesdays and Thursdays. Occasional evening and weekend work is required. We offer up to 4 weeks remote working through the year (approx 1 week per quarter).

**Contract:** 12 months, with the aim to convert this into a rolling contract as a permanent staff member and Co-Director (funding dependant).

**Leave:** Tripod offers enhanced annual leave allowance of 6.6 weeks. As a small team, we coordinate annual leave with mutually agreed shutdown times in winter and summer in order to allow maximum crossover time when working. Tripod offers 3 weeks full sick pay. Time off in lieu (TOIL) is offered in case of overtime.

## How to Apply

Please send your completed application form to [recruitment@tripodtraining.org](mailto:recruitment@tripodtraining.org).

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

**Deadline:** 9.00 Friday 19th April 2024

**Interviews:** 7th May 2024

**Start date:** Thursday 18th July 2024, negotiable.

## 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; LGTBQIA+ folk; 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 not able to guarantee we can arrange work permits for applicants without UK residency. Please let us know if this is relevant to you and we can explore what's possible.