

Training Coordination for the Transition Movement Recruitment Pack

Would you like to help re-energise training and learning across our amazing movement?

Welcome letter

Dear potential applicant,

Thank you for your interest in supporting the development and coordination of training within the Transition movement.

This pack contains a description of the opportunity available, plus a specification of the general competencies we are seeking.

The pack also contains information about the Transition movement, Transition Network (as the supporting organisation), the Training Support Circle and our ways of working. We don't expect you to commit all this information to memory or even to fully understand everything that is set out here - much of it will only be made real through experience. However, we are looking for people who feel intrigued and excited by the possibilities we describe rather than put off by the lack of certainty. Your questions and ideas are very welcome throughout the process.

We encourage you to read this information carefully. If you decide you would like to apply for this opportunity, please submit this [application form](#) together with your CV before 23:00 GMT on **November 6th 2019**.

If, after reading the pack, you have any immediate questions or would like an informal conversation, please contact Deborah on training@transitionnetwork.org.

We look forward to receiving your application.

Best wishes

Training for Transition Support Circle
Deborah Benham, Ellen Bermann, Gesa Maschkowski, Suzie Cahn,

Recruitment Pack

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The Transition Movement

Transition is a movement that has been growing since 2005. It is about communities stepping up to address the big challenges they face by starting local. By coming together, they are able to crowdsource solutions. They seek to nurture a caring culture, one focused on supporting each other, both as groups and in the context of the wider community. In practice, they are reclaiming the economy, building collaborative cultures across difference, sparking entrepreneurship, reimagining work and livelihoods, reskilling themselves and weaving webs of connection and support. It's an approach that has now spread to over 50 countries, in thousands of groups: in towns, villages, cities, universities and schools.

[This video](#) provides a history of our movement in less than 3 minutes. You will find more information and stories at transitionnetwork.org.

Transition Network

Transition Network is a small charity based in the UK, which supports the Transition movement globally, amplifies stories of community-led change, and nurtures collaborations across difference to challenge us all to reimagine and rebuild our world.

TN was created in 2007 and registered as a charity in March 2009. We currently have ten employees, all of them part-time, plus five trustees. We have a modest office in Totnes and many of our team work from home. We work closely with freelancers and volunteers across the world, including members of the Municipalities in Transition project team and the Transition Hubs Group.

The TN team has agreed an organisational purpose which guides our work and decisions and is designed to evolve over time as the context changes and we gain additional insights about what is needed. **Click link here to read our [organisational purpose](#).**

The needs and opportunities that arise as we pursue our organisational purpose feel exciting, important and sometimes overwhelming. To help us prioritise our work we have agreed the following areas of focus for this current financial year - [click here to read these](#).

Transition Network is committed to supporting the re-energising of training and learning opportunities within the Transition movement, through (1) the creation of the Training Support Circle, (2) helping to recruit a Training Coordinator, and providing funding for this post.

To support more distributed leadership within our movement, and within Transition training, the Training Coordinator role will sit within the Hubs domain and be a member of the Training Support Circle (i.e within the Transition movement itself), rather than be an employee of Transition Network.

Transition Hubs

The Transition movement is made up of Transition initiatives, Hub groups and other affiliated organisations, operating at various levels of scale, from the very local to more regional or national.

The Hubs Group connects 24 formal regional and national hubs and has a strong culture of self-organising and shared-governance. The Hubs Group Heart Circle, currently being set up, will be an important body in the Hubs Group governance structure. Its purpose is to support the wider Hubs Group, to hold boundaries, maintain focus and momentum, sense tensions and potential and respond according to needs and capacity. Find out more about the Hubs Group [here](#).

Transition Network supports the hubs, working at the global level with people in those groups and with the network of Transition trainers, to find better ways to collaborate, make decisions and share resources and power across our distributed network.

Training for Transition Support Circle

The Training for Transition Support Circle is a new group formed in August 2019 and now meeting on a monthly basis. Prior to this there was a 'Training proposal forming group' which met for 18 months to decide on next steps for supporting Transition training internationally. It was this proposal forming group who decided that a new Training Coordinator should be recruited, from outwith Transition Network, to help distribute leadership and agency more widely within the movement.

The training support circle currently has four members. The appointed Training Coordinator will make up the fifth. We are based in the UK (Deborah Benham), Italy (Ellen Bermann), Ireland (Suzie Cahn) and Germany (Gesa Maschkowski). The role of this group is to inform and guide the development of training and learning opportunities within the Transition movement, and provide support to the Training Coordinator, once appointed. Deborah is an employee of Transition Network and is the link between the Training for Transition Support

Circle and Transition Network. She will ensure good two way communication between the training circle and TN, and has some paid hours to help coordinate the training support circle and provide guidance to the Training Coordinator as needed. Gesa, Ellen and Suzie are all Transition trainers with long involvement in the Transition movement. They offer their time voluntarily as advisors in the training support circle, with the aim of supporting the success of transition training internationally.

You can find out more about them here:

<https://transitionnetwork.org/people/suzie-cahn/>

<https://transitionnetwork.org/people/gesa-maschkowski/>

<https://transitionnetwork.org/people/deborah-benham/>

<https://transitionnetwork.org/people/ellen-bermann-2/>

Training Coordinator Opportunity

Applications are invited from individuals, Transition Hubs or other groups who feel they can deliver the responsibilities and competencies outlined below. We are interested in exploring creative ways of addressing this work and welcome your ideas and proposals.

Initial purpose of Transition training: To increase and enhance the impact of Transition activities across the international Transition movement and beyond.

Initial purpose of the Training for Transition Coordinator role: To sense and analyse what is needed and what is already available in terms of training and learning opportunities across the Transition movement. To identify and support the development of what is possible and useful in terms of meeting these needs and of more widely sharing resources, skills and opportunities.

The term Coordinator is used loosely to describe an individual or group who can sense, gather, co-create and share opportunities for the participatory development of training, mentoring and learning opportunities throughout the Transition movement. It is not expected that this person or group would take full responsibility or lead in these activities, but rather would energise and create opportunities for them to occur more widely. Ideally, harnessing the creativity, skills and resources available within the Transition movement and bringing these together in a more coherent way.

Description of responsibilities

1. Re-energising, reconvening and liaising with the international network of trainers within the Transition movement.
2. Enabling the sharing of learning, innovations and effective practices throughout the training community. e.g. by coordinating and engaging with the Basecamp online platform for trainers.
3. Helping to raise awareness of and promote existing trainings which can support Transition globally.

4. Supporting the review and development of existing and new training courses and learning opportunities, which support Transition initiatives, hubs and organisations to meet the challenges of the climate emergency and other aspects of the current global context.
5. Ensuring high quality training of trainers is developed and made available where it is needed.
6. Working on ways to scale training opportunities up, wide and deep, to ensure that many more people can access the information, tools and resources they need
7. Working collaboratively within, and with the guidance and support of, the Training for Transition Support Circle
8. Assisting with securing funding for the ongoing coordination and development of training and learning, including contributing to funding applications and reports.

Competencies Sought

Ideally the main person applying will be a Transition trainer, or at least familiar with Transition trainings. We are also looking for the following skills, which could potentially be made up from more than one person e.g. a small group within a hub:-

1. Wide training experience, including training of trainers (this could be in Transition or similar work e.g. social/environmental change, permaculture, sustainability, climate change etc).
2. Good understanding, and ideally long running involvement with the Transition movement.
3. Has a well developed training toolbox, with many tools, processes and pathways to share.
4. Excellent planning, strategic/big picture/long range thinking, coordination and communication skills.
5. Enthusiastic collaborator and networker.
6. Experience in facilitating participatory, co-creative and emergent learning methods.
7. Experience developing and/or facilitating online trainings.
8. Understands and role models a good balance of outer and inner transition, and collaborative culture. Has experience of offering trainings which support these elements
9. Open minded and curious with a research attitude. Able to imagine and create many different training/learning paths appropriate for different audiences.
10. Comfortable using online shared work platforms, hosting and taking part in online meetings and creative processes, and using remote working tools.
11. Able to work with understanding and sensitivity across a wide range of international cultures.
12. Able to communicate and build bridges successfully with a diverse range of groups including business, public sector (municipalities), non profit, academic, activist and marginalised groups.
13. Experience in working with shared governance and consent based decision making
14. Creative and innovative with a passion for helping to re-energise and develop training and learning opportunities which support a more just and sustainable world.

Some practicalities

Remote working

The Training Coordinator will work collaboratively with the TN Training Link (Deborah) and with advisory support from the Training for Transition Support Circle. The Training Coordination role will work remotely and our meetings and other collaborative activities will take place online. You will need access to a high quality broadband connection, plus have a willingness to experiment with sometimes unfamiliar tools and technical platforms. We will experiment with ways to bring creativity and heart to our virtual meetings and invite you to do the same.

Funding available

Transition Network have £20,000 available to spend before March 2020, and £25,000 available for the 2020-2021 financial year. These funds are to support the development of Transition training, including paid hours for a Training Coordinator. Funding for further years may also be available. The appointed Training Coordinator will be responsible for helping to secure that, with support from Transition Network.

We are open to discussions on how this funding can be allocated. It is possible that we could allocate the first £20,000 as a grant to a hub, who will then decide - along with the training support circle, how to further distribute the funds in support of this work. It is also possible we could front-load some training activity and development in the early part of 2020. We welcome your creative ideas and proposals on how to work best with the funding and timelines, for the most benefit to Transition training and the Transition movement.

Working hours

We are looking to discuss working hours and patterns as part of the proposal and interview process. Ideally the hours agreed will offer the coordinator enough time that they can be available weekly for some agreed hours, and have the capacity to generate good momentum and outcomes regarding Transition training development and coordination.

Recruitment timetable

- [Application form](#) and CV must be submitted by 23:00 GMT on **November 6th, 2019**
Remember to work on the Word document draft form before copying and pasting to the Google form. The Google form does not allow you to save and return to your work another time. It must be completed and sent in one go.
- Shortlisted candidates will be invited to an online interview commencing the weeks of **November 11th or 18th** .
- Follow up discussions will take place during late November
- We aim to have made a decision by early December
- Ideally the successful candidate will be available to start their post by the end of January 2020.

Please let us know if there are reasons why you would not be able to work with this timetable. We are open to discussions and flexibility where possible.