



**TN Team Member -
Fundraising**

**Recruitment &
Information Pack**

Aug 2020

Dear potential applicant,

Thank you for your interest in joining the Transition Network team.

We are looking for one new team member who can contribute in multiple ways to the overall purpose of the organisation. In our team people take on and relinquish clearly-defined roles as circumstances change, finding ways to put their skills, experience, knowledge and passion in service to whatever is most needed at any given time.

This pack contains a simple, generic [TN Team Member Job Description](#), [Person Spec](#) as well as the [Fundraising Role](#) which describes the role we are seeking to fill right now. A central element of our work is learning how to collaborate well across difference and we are willing to invest time and energy welcoming a greater diversity of perspectives and lived experience into what is still a disproportionately (although not exclusively) white, middle class team.

The pack also contains information about our movement, our organisation and our ways of working. We definitely 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! Your questions and ideas are very welcome throughout the process.

We encourage you to read this information pack carefully. If you decide you would like to be considered for a post with Transition Network, please submit this [application form](#) together with your CV **before 00.00/midnight GMT/UTC on Sunday 20 September 2020** . If, after reading the pack, you have questions or issues you would like to explore before completing the application form, please contact recruitment@transitionnetwork.org.

We look forward to receiving your application.

Best wishes

Nicola Hillary
Heart Circle Lead Link & Fundraising
Compliance

Julia Minnear
Team Wellbeing

Amber Ponton
Admin &

In this pack you will find information about:

[The Transition Movement](#)

[Transition Network](#)

[Our organisational purpose](#)

[Our current areas of focus](#)

[Team gatherings](#)

[Shared Governance](#)

[Key Characteristics](#)

[Current structure](#)

[Relational Agreements](#)

[What this means for someone joining our team](#)

[What do we need?](#)

[Generic TN Team Member Job Description](#)

[Fundraising Role](#)

[Person Specification](#)

[How we're funded](#)

[Some practicalities](#)

[Salary and working hours](#)

[Recruitment timetable](#)

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 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 UK charity which **supports the Transition movement, amplifies stories of community-led change, and nurtures collaborations across difference to challenge us all to reimagine and rebuild our world.**

Our organisation was created in 2007 and registered as a charity in March 2009. We currently have twelve employees, all of us part-time, plus five trustees. We have a modest office in Totnes, where three Devon based staff have access to, and the rest of us work from home from London and the South West of England, one in Belgium and one in Portugal. We work closely with freelancers and volunteers across the world, including members of the [Municipalities in Transition](#) project team and the [Transition Hubs Group](#).

Our organisational purpose

The TN team has agreed this [organisational purpose](#).

This purpose guides the work and decisions of the TN staff team (staff, trustees and volunteers) and is designed to evolve over time as the context in which we work changes and we gain additional insights about what is needed.

Our purpose can be amended by a decision by consent taken by TN's Primary Circle, made up of staff and trustees.

Our current areas of focus

The needs and opportunities that arise as we pursue our organisational purpose feel exciting, important and sometimes overwhelming. We are learning to get better at prioritising our work and, to support us with this, we collectively agree areas of focus each January. This year (2020), we are focusing on:

1. Nurturing reflections, responses and solutions to interlinked global crises and strengthening and amplifying forms of community resilience that are rooted in social and environmental justice.
2. Co-designing, sharing and energising leadership, resources and responsibilities with Transition Hubs.
3. Better understanding our network and developing our networking tools for connection and resilience across our movement.

4. In these three Areas of Focus and in our work generally, we will prioritise and retain capacity to:
- Follow through and maximise the impact of existing work
 - Develop and share our understanding of how we do things and why
 - Support emergence, creativity and wellbeing across our team.

Team gatherings

Our current agreement is that our team (staff and trustees) meets at least twice a year in January and July. These gatherings are usually in person over 2 or 3 days at a location in SW England but due to Covid-19 our last July gathering took place online. In January, we reflect together on the previous year, pay attention to feedback we've received from across the movement and beyond, reconnect with our organisational purpose, look forward to the coming year and make any necessary adjustments to our governance model and areas of focus.

Shared Governance

Over the past four years, the Transition Network team has been engaged in an action learning process experimenting with ways of working drawn from [sociocracy](#) and [holacracy](#), supported by a great team from [Université du Nous](#).

During 2018, we made the shift away from what was basically a hierarchical structure to a new shared governance model. Here are some of the reasons we've done this:

- To support and enable dynamic, creative collaborations within which individuals are empowered to act. This is the essence of Transition and we want to cultivate, and experiment with, the same qualities inside our organisation.
- To explore ways of working that help us operate more effectively and efficiently in a complex and fast-changing world, responding to what emerges while staying connected to our organisational purpose.
- To nurture, experiment with, and model, group culture, processes and structures in which power is visible and distributed.

- So our work is energised and informed by collective intelligence and a diversity of perspectives drawn from across and beyond our team.
- To achieve more clarity about boundaries, roles and decision-making processes for the benefit of our team and those with whom we connect and collaborate.
- To create a more resilient and agile structure rather than being over-reliant on one individual or role.
- To help us work more efficiently on fewer, more collaborative projects.

This video (produced by Université du Nous) gives a sense of the philosophy that underpins our new governance model - [Video: our relationship with power](#).

Key Characteristics

Our shift to a shared governance model is an experiment and we hope and expect that our team culture, structures and processes will continue to evolve in service of the organisation's purpose. Here are some key characteristics of our current ways of working:

- We identify roles that need to be undertaken within TN and for each role we agree a purpose (a capacity, potential or aspirational goal that the role will pursue or express on behalf of the organisation) and accountabilities (ongoing activities of the organisation that the role will enact);
- We work through self-organising circles in which all roles in the circle exercise equivalent power guided by the purpose of their individual role, their circle and the organisation:
- Roles and circles have sovereignty to choose the best way to fulfil their purpose, gathering information, seeking advice and feedback and making decisions as feels most appropriate to them;
- All members of the organisation are expected to be transparent about their activities and find timely ways to inform and obtain advice from anyone likely to be impacted by their decisions;
- We use dynamic steering rather than predict and control, identifying small, incremental steps, taking pragmatic decisions, maintaining momentum and being alert to evidence that something needs to change.
- Circles hold 'sorting' meetings at which tensions between roles are identified and processed, and organise governance meetings as required to adjust, delete or create roles.
- We use participatory forms of decision making such as consent decision-making and election-by-consent when appropriate.

- We have Relational Agreements (see below) that support us to cultivate healthy collaborative group culture. At the moment, we're focusing on developing our skills around giving and receiving feedback and designing processes to build conflict resilience.
- Our trustees participate in our governance model on equivalent terms with members of staff while retaining responsibility for ensuring that the charity is complying with the law, managing its finances well and acting in accordance with its charitable objects. Trustees meet three times a year to review and approve key decisions and satisfy themselves that the governance model is operating appropriately.

Current structure

We have created a primary circle which is responsible for connecting to TN's evolving organisational purpose, agreeing our strategic focus and keeping our overall governance model under review. Most of our trustees and staff members have chosen to join this circle which we expect will meet at most 4 or 5 times a year (mostly online).

Responsibility for delivering the organisation's current organisational strategy rests with the Heart Circle. The primary circle elect one of their members (currently Nicola Hillary) to act as lead link for the heart circle and she is responsible for appointing other people to the circle and supporting them to deliver what's needed. As mentioned above, the structure is designed to evolve organically in response to tensions and needs within the organisation and people accept and relinquish roles as circumstances change.

Here is a diagram of our [current structure](#), or if you're interested, [this version](#) gives you the option to click on roles or circles to find out more about their purpose and accountabilities.

Relational Agreements

The Transition Network team worked together in 2018 to develop a set of relational agreements which give a bit of structure to the collaborative culture that we are seeking to develop. It feels important to emphasise the introductory sentence. We are doing our best to align ourselves with these ways of being and we understand that we won't do this perfectly or all the time! We're looking for people who are keen to be part of an ongoing exploration of how we can all get better at this stuff.

[Transition Network's Relational Agreements](#)

When working for Transition Network we agree to do our best to align ourselves with the following ways of being and relating to help us create healthy collaborative culture:

Accountability: We do what we say we are going to do and communicate clearly and promptly when we are no longer able to.

Appreciation: We find ways to cultivate appreciation and gratitude and express this regularly.

Awareness: We find ways to increase our self-awareness in relationship to our: needs; impact on others; relationships with power; and, our conditioned ways of being and relating.

Sovereignty: We act on our increasing self awareness and compassion around power, privilege, rank and the Drama Triangle to more and more:

- Exercise agency alongside empathy and compassion;
- Say 'no' when we need to;
- Voice 'reasonable' objections as and when they arise;
- Offer and receive feedback even when it feels uncomfortable and as early as we're able to;
- Name conflict when we feel/see it, whether directly involved or not;
- Honour the diversity of our experience by expressing our appreciation, gratitude, joy, celebrations, achievements, hopes, longings and positivity as well as our fears, frustrations, anger, sadness, vulnerability, despair and grief.

Communication: We find ways to communicate with respect, care and compassion for ourselves and each other, including: listening at least as much as we speak; speaking one at a time without interrupting; supporting all voices to be heard; owning our judgements; seeking agreement around and holding confidentiality as appropriate; and, speaking from our needs and hearts.

Feedback: We take action to learn how to offer and receive feedback in healthy ways, even and especially when it feels uncomfortable, and to respect any agreed processes around this.

Conflict Resilience: We make the effort to find ways of becoming more conflict resilient, and to respect any agreed processes around this.

Resourced and Available: We do what we can to become adequately resourced and available within our collaborations - both physically and

emotionally, by: cultivating balance in our lives and learning how to avoid burnout; finding ways of balancing our own needs with that of the group; and saying 'no' when we need to.

What this means for someone joining our team

In this recruitment round we are seeking to appoint someone with significant fundraising skills and experience, who also brings a variety of relevant skills and competencies for use across the organisation. TN Team Members have a generic role description (see below) and are also assigned roles within the structure according to organisational need and their particular skills, experience and interests.

Beginning in the Fundraising role, you will help to ensure that Transition Network has adequate financial resources to fund its staff and projects. You will have considerable autonomy to develop your role(s) as you see fit, orienting always towards what best serves our organisational purpose and the areas of focus that we agree as a team.

The organisational structure will continue to evolve in response to tensions and needs that emerge over time. There is an expectation that all members of the team will take on and relinquish roles as circumstances change. Crucially, you will be part of a collective process which identifies when change is needed and then designs and implements that change.

What do we need?

Generic TN Team Member Job Description

- To contribute to the delivery of Transition Network's evolving [organisational purpose](#) and current areas of focus, working within the context of TN's shared governance model.
- To explore as an individual and with other members of the team, how to make best use of your experience, skills, qualities and interests in service to Transition Network's organisational purpose.
- To welcome opportunities to learn and develop skills and practices which enhance your contribution to the team and support other members of the team to do the same.
- To engage constructively and carefully with [Transition Network's relational agreements](#) and support other members of the team to do the same.

Fundraising Role

We are looking to recruit a TN team member who will immediately inhabit our Fundraising role. This role sits within the Infrastructure circle and has the following agreed Purpose & Accountabilities:

Purpose

- Ensure that Transition Network has financial resources to fund its staff and projects

Accountabilities

- Coordinate and oversee fundraising, either by directly writing funding applications, or by working closely with and supporting other staff and contractors as they prepare applications.
- Respond to, seek out, and assess which funding opportunities to pursue.
- Monitor and manage Transition Network's relationships with funders, including ensuring that all reporting and contractual requirements are met.
- Work with Finance role and others to monitor and predict Transition Network's organisational budget.

Person Specification

We are seeking evidence of the following general competencies:

- Significant experience of fundraising for environmental and social projects, including international projects and for network organisations.
- Alignment to the values and [principles](#) of the Transition movement;
- Ability to act decisively, exercise autonomy and maintain momentum on a project while also seeking and remaining open to feedback and opportunities for broader collaboration;
- Ability to collaborate with people across different levels of scale, from local through to international, and across multiple cultures and countries in an inclusive and empowering way;
- Personal resilience - a commitment to self-care and the ability to remain grounded in the midst of uncertainty and potentially overwhelming demands;
- Willingness to engage in an ongoing exploration of shared governance and healthy collaborative culture, including the skills, attitudes and practices which support us to work effectively across difference.

We are also actively seeking to recruit individuals whose background or lived experiences will bring extra depth and/or a diversity of perspectives into the TN team. The range of diversity we hope for might include: people of black or minority ethnic heritage, from working class backgrounds, people living with disabilities, a range of ages or sexualities, and/or those who have experienced disadvantage in society or their lives.

How we're funded

To find out more about how TN is funded, visit our [Transparency](#) page for links to our latest Annual Report and list of funders past and present.

Some practicalities

As a small team, operating within an experimental shared governance model, we seek to find a good balance between organisational needs and the needs and working preferences of individual staff members, while always focusing on what best serves our organisational purpose. We describe below some current working practices as well as our intentions for the future to give a flavour of what this means in practice. We are open to exploring new possibilities.

Eight members of the current team are based in SW England (3 have easy access to the office base in Totnes, Devon), two in London, one in Belgium, one in Portugal and (post Covid) we all currently work from home. A modest allowance is available to cover the additional costs associated with home working.

We seek to minimise unnecessary travel so a very high proportion of our meetings and other collaborative activities take place online. We experiment with ways to bring creativity and heart to our virtual meetings. All members of the team need to be able to access a high quality broadband connection throughout their working day plus a willingness to experiment with sometimes unfamiliar tools and technical platforms. Our current expectation is that the whole team (staff and trustees) will meet in person at least two times each year (dependent on Covid-19 restrictions).

Whilst our team is mainly UK-based at the moment, we support an international movement and are actively seeking opportunities to distribute power, influence, resources and opportunities for paid work as widely as possible. We are very happy to explore the practicalities and costs (carbon and financial) of employing individuals based in mainland Europe or beyond. We encourage you to apply for the role if you feel you meet the person specification.

Salary and working hours

The current salary level for all staff members is £33,690 (GBP)* per year on a full-time equivalent (FTE) basis.

*an approximate/equivalent amount for non UK based staff to be negotiated

The working hours for this role are 3 days (22.5 hours) per week.

Recruitment timetable

The application form must be submitted by **00:00/Midnight GMT/UTC on Sun 20 Sept 2020**.

Shortlisted candidates will be invited to an online interview w/c **28 Sep or 05 Oct 2020**.