

## Training Coordinator for the Transition Movement Recruitment Pack

*Would you like to help re-energise training, learning and a vibrant international Community of Practice for trainers/facilitators, across our amazing movement?*

### Welcome letter

Dear potential applicant,

Thank you for your interest in supporting the development of training and learning within the Transition movement, and the emergence of a thriving international trainers/facilitators Community of Practice.

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, the Training Circle, Transition Network (as a supporting organisation) 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. 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 UTC on **August 15th 2021**. You might find it more convenient to work on the Word version of the application form so you can save your work and return to it later.

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

We look forward to receiving your application.

Best wishes

Training Circle

Deborah Benham, Gesa Maschkowski, Suzie Cahn, Josué Dusoulier, Monica Picavêa, Anahi Beatriz Pacheco, Silvana Bañados

## 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 we face (climate change, social injustice, loss of biodiversity, damaging economies) by starting local. By coming together, they are able to crowdsource solutions. They seek to nurture caring, resilient and just local communities. In practice, they are reclaiming the economy, building collaborative cultures across differences, sparking entrepreneurship, reimagining work and livelihoods, reskilling themselves, growing food, reducing carbon emissions and waste, protecting biodiversity, 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](http://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 twelve 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, and with our distributed circles including the Transition Hubs Group, the Hubs Heart Circle, the Municipalities in Transition project team, the Inner Transition circle, and the Training Circle.

The TN team has agreed on 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 the link 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) being an active member of the Training Circle, (2) helping to recruit a Training Coordinator, and (3) providing funding toward this post.

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

### **Transition Hubs**

The Transition movement is made up of Transition initiatives (local community groups), 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 21 formal regional and national hubs and has a strong culture of self-organising and shared-governance. The Hubs Group Heart Circle, is 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 Circle**

The Training Circle formed in August 2019 and now meets regularly. For the last 18 months there have been a combination of voluntary and resourced roles holding the responsibilities of this circle. During this time the circle has conducted a wide reaching piece of research to engage the Transition movement on the topic of training and learning, and to find out what the Training Circle can do to better support Transition training & learning opportunities and trainers around the world. You can read a report from this research [here](#). Following the research, a series of webinars was held to help bring trainers and local groups together to explore training related topics. In addition to this, a new policy has been created for recognising and endorsing Trainers for Transition at the international level. You can read this [here](#). Most recently, three international Hubs with strong experience and high levels of activity in training have come together to form a project group. This group has been allocated a grant of 12,000 British pounds to support the strategic aim of making training for Transition and learning opportunities more widely relevant and accessible.

For the coming year, the Training Circle has agreed that the best way to continue building upon the work already done, is to recruit a Training Circle Coordinator. **The priority for this role is to energise and support an international Community of Practice for trainers and facilitators of Transition.**

The Training circle currently has seven members. The appointed Training Coordinator will make up the eighth. We are based in the (UK) Deborah Benham, (Brazil) Monica Picavêa, (Chile) Anahi Beatriz Pacheco, (Chile) Silvana Bañados, (Ireland) Suzie Cahn, (Germany) Gesa Maschkowski and (Belgium) Josué Dusoulier. The role of this group is to inform and help guide the development of training and learning opportunities at a strategic level within the Transition movement, and to provide support to the Training Coordinator, once appointed. Deborah is an employee of Transition Network and is the link between the Training Circle and Transition Network. She ensures good two way communication between the Training Circle and TN, and has some paid hours to provide information and guidance to the Training Coordinator as needed. The other members of the circle are all trainers with involvement in the Transition movement. Some of them have held resourced operational roles over the last 18 months and some voluntary. For this new phase, they are all stepping into voluntary roles as supporters in the training circle. There will also be an opportunity soon for longer term members of the Training Circle to step back from their roles and make room for new trainers from the wider movement to take up these roles - bringing fresh ideas and perspectives into the Training Circle.

### **Training Coordinator Opportunity**

Applications are invited from individuals who feel they can deliver the responsibilities and competencies outlined below. This opportunity would ideally suit one person as the budget and therefore hours are limited. However, in exceptional circumstances we would consider a role share.

**Current Aims of the Training Circle** (1) To increase accessibility and enhance the impact of Training for Transition activities across the international Transition movement and beyond. (2) To support and energise an international Community of Practice for trainers & facilitators for Transition.

**Priorities for the Coordinator role:** (1) To support the development and energisation of the international Community of Practice. (2) To help coordinate and communicate the activities of the Training Circle and Hubs-Training project group. (3) To collaborate with the Training Circle, Hubs Heart Circle and TN in seeking additional resources for funding the Training Circle.

The term Coordinator is used loosely to describe a role which can sense, gather, co-create and share opportunities in support of the participatory development of training and learning opportunities throughout the Transition movement. It is not expected that this person would take full responsibility or lead in these activities, but rather would create and support opportunities and structures for them to occur more widely. Ideally, harnessing the creativity,

skills and resources available within the Transition movement and the trainers Community of Practice, and bringing these together in a more coherent way.

### **Description of responsibilities**

1. Re-energising, convening and liaising with trainers and facilitators of Transition, and Hubs active in training, within the international Transition movement - to further build and strengthen a thriving Community of Practice.
2. Enabling the sharing of learning, innovations and effective practices throughout the training community.
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, making them more relevant and accessible in today's world, and supporting Transition groups and hubs to meet the challenges of the climate emergency and other aspects of the current global context.
5. Ensuring high quality professional development for trainers is made accessible and available where 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 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 successful applicant will have previous experience in convening, supporting and helping to energise a Community of Practice. It would also be helpful if this person were a trainer themselves, either within Transition, or a closely aligned movement. If not currently a trainer for Transition, this person should at least be able to demonstrate a working knowledge and understanding of the Transition movement, its main objectives, activities and practices.

We are also looking for a good range of the following skills and attitudes:-

1. Wide training experience, including training of trainers
2. Good understanding of, and ideally 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 and an attitude of support and mentoring.
7. Experience developing and/or facilitating online webinars and training.
8. Understands and role models a good balance of outer and inner transition, and collaborative culture.
9. Open minded and curious with a research attitude.

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. Ideally, can speak two or more languages.
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 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

The Hubs Heart Circle has allocated £22,000 for resourcing this role between now and April 2022. The budget available after this date is not yet known, and the Coordinator will take a role in determining ongoing budgets and helping to source funding. We are open to discussions on how this funding can be allocated. We imagine that much of it will be needed to cover the Coordinator's paid time, however, the successful applicant may also want to retain a portion for other expenses related to their role and activities.

### Working hours

We are open to discussing working hours and patterns as part of the application process. Ideally the hours agreed will offer the coordinator enough time that they can be available weekly for some agreed days, and have the capacity to generate good momentum and outcomes regarding the aims outlined above.

### Recruitment timetable

- [Application form](#) and CV must be submitted by 23:00 UTC on **August 15th 2021**. *We'd advise you to work on this [Word document draft form](#) before copying and pasting into the Google application 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 the week of **August 23rd**.
- Decisions are expected by the end of August and ideally the successful candidate will be available to start this role by late September.

- 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.