



**TN Team Member - Finance**

**Recruitment &  
Information Pack**

**Dec 2021 / Jan 2022**

Dear potential applicant,

Thank you for your interest in joining the Transition Network team. We are looking for a new team member for our Finance role. You will run an effective and efficient finance system which meets statutory obligations and supports frontline delivery for the international and national Transition Network charity.

This is a 17 hour a week home-working role for a charity with 11-13 staff, a number of international and UK-based contractors and an annual turnover in the region of £500,000. You will be responsible for all aspects of finance including payments, bookkeeping on Paxton, finance procedures and systems, and supporting project budget management and reporting. You will work closely with the treasurer to help trustees fulfil their statutory roles, prepare annual accounts and liaise with the auditor/ independent examiner.

All of our staff are Transition Network Team Members who contribute to the overall purpose of the organisation. In our team people can 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. However the Finance role is a specialist role which we expect would always be your core role.

This pack contains the purpose and accountabilities and person specification related to the Finance Role, and a generic Transition Network Team Member role description and person specification.

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.

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.

If you decide you would like to be considered for the Finance role Transition Network, please submit this [application form](#) together with your CV by **00.00/midnight GMT/UTC on Monday 24 January 2022** . 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](mailto:recruitment@transitionnetwork.org). We look forward to receiving your application.

Best wishes

Nicola Hillary  
Heart Circle Lead Link

Amber Ponton  
Infrastructure Lead Link

Darren Watmough  
Treasurer

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## **The Transition Movement**

Transition is a movement that has been growing since 2005. Community-led Transition groups are working for a low-carbon, socially just future with resilient communities, more active participation in society, and caring culture focused on supporting each other. In practice, they are using participatory methods to imagine the changes we need, setting up renewable energy projects, re-localising food systems, and creating community and green spaces. They are nurturing the Inner Transition of the cultural and mindset changes that support social and environmental change. They are sparking entrepreneurship, working with municipalities, building community connection and care, repairing and re-skilling. It's an approach that has spread now to over 48 countries, in thousands of groups: in towns, villages, cities, Universities, schools. Around the world, there are 23 Transition Hubs that support and connect Transition groups in their country/region and connect internationally.

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 (TN) is a small charity working internationally and in Britain 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 thirteen employees, all of us working remotely and part-time, plus seven trustees. Our formal registered address is in Totnes, UK. We have nine people based in the South West of England (Devon, Bristol, Gloucestershire), two in London, one in Belgium and one in Portugal. We work closely with freelancers and volunteers across the world, including members of distributed circles/project teams 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.

## Generic TN Team Member - Role Description

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:

- 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.

## Finance Role - Purpose and Accountabilities

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

### Purpose

- Maintenance of an effective and efficient finance system which meets statutory obligations and supports frontline delivery.

### Accountabilities

- Maintain financial records
- Prepare annual accounts and liaise with the auditor/independent examiner
- Make payments and ensure TN meets its financial obligations
- Support good financial management, monitoring and reporting
- Review and improve finance procedures and financial systems

## Finance Role - Person Specification

We are seeking evidence of the following competencies:

- An understanding of the requirements of the UK Charity SORP (Statement of Recommended Practice).
- Experience of using an accounting package (we use Paxton).
- Experience of periodic management accounts production.
- Experience of supporting colleagues with budget management.
- Experience of making payments (ideally both UK and International payments, TN uses World First and Open Collective).
- Experience of preparing and submitting financial returns to funders.
- Alignment to the values and [principles](#) of the Transition movement.
- Ideally, experience of working for environmental and social projects, including international projects or for network organisations.
- Ability to act decisively, exercise autonomy and maintain momentum while also seeking and remaining open to feedback.
- 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 might include: people from a range of cultural and ethnic backgrounds, 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 Transition Network is funded, visit our [Transparency](#) page for links to our latest Trustees Report and Financial Statements 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.

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 at least two times each year, in-person where possible (pandemic permitting) and online where not possible/desirable.

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. For the Finance role, it is more likely than with other roles that this would be held by a UK-based person, due to the need to understand and work with England & Wales charities regulations and UK banking. However we are also 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.

## 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.

## Salary and Working Hours

The current salary level for all staff members is £34,764 (GBP)\* per year on a full-time equivalent (FTE) basis.

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

Please note that this salary *includes* (effective 01 Dec 2021) a home-working allowance of £400 pro-rata per annum, as part of the gross salary, plus £26 per month pro-rata tax free home-working allowance.

**The working hours for this role are 17 hours per week.** These hours can be worked flexibly (during UK office hours, Mon-Fri 09.00 to 17.30) to suit changing needs/circumstances - both of ourselves as TN team members and TN the organisation. The core working days for the majority of the team are Tuesday, Wednesday, Thursday so there is a preference that at least a proportion of the 17 hours also fall within these three days (for ease of contact/meetings etc.).

## Recruitment Timetable

The [application form](#) together with your CV must be submitted by **00:00/Midnight GMT/UTC on Monday 24 January 2022.**

Shortlisted candidates will be invited to an [online interview](#) **w/c 31 Jan 2022.** We may also hold second interviews as part of the recruitment process.