



**Communications Team Member
Recruitment Pack
May 2022**

Transition Network is recruiting for a new team member in a Communications role. In this role, you will lead in developing our communications strategy and help us increase the visibility of the Transition movement's impact, practices of change, and contribution to the wider field of regeneration. Initially, some of your focus will involve working collaboratively on fundraising to build communication capacity and skills across the movement, helping us all to tell inspiring stories of community-led change which is having positive impacts in the world.

Our aim is for this to be a 3.5 days a week role, but there is some flexibility between 3-4 days a week and we can discuss this during interviews. The current salary level for all team members is £34,764 (GBP) per year on a full-time equivalent (FTE) basis. For team members who are based outside the UK, an approximate/equivalent amount will be negotiated.

This pack contains the Purpose and Accountabilities for the Communications role as well as the more general Team Member Role Description that we use in all recruitment. The Person Specification describes the specific skills and experience we'd like to recruit for this role, as well as the general things we look for in all members of our team.

We also share information about the Transition movement, our organisation, and our ways of working. We don't expect you to remember all of this information or even to fully understand everything we describe - 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, and ready for the challenge of working in ways that might be new to you. Your questions and ideas are very welcome throughout the process.

To apply, please submit a completed [application form](#) and your CV by 12.00/midday (GMT/UTC) on Tues 12th July 2022.

Shortlisted candidates will be invited to an **online interview in the period between 20th and 28th July**. Selected candidates will be invited to a second online interview during this period.

If you have any questions or issues you'd like to explore before applying, please contact recruitment@transitionnetwork.org.

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The Transition Movement

Transition is an international 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 a caring culture focused on supporting each other. Their approach is rooted in the [Transition Principles](#).

In practice, they are using participatory methods to imagine the changes we need, set up renewable energy projects, re-localise food systems, create community and green spaces, and so much more. They are nurturing Inner Transition - 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. You can read more about the characteristics of Transition [here](#).

The community level of scale has huge potential to influence change and plays a crucial part in developing and guiding social and economic systems toward sustainability, social justice and equity. Top-down approaches are not sufficient alone to affect change and need to be combined with community-level responses.

It's an approach that has spread to over 48 countries with thousands of groups: in towns, villages, cities, universities, and schools. There are over twenty [Transition Hubs](#) supporting and connecting Transition groups in their country or region, and connecting internationally.

Transition Network (TN)

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.**

A strength of the Transition movement is that people working at a local community level can learn from others in communities around the world. TN is constantly looking for ways to encourage and enable the sharing of ideas, learning and support across and beyond the Transition movement. Being part of a network means we can create change more quickly and effectively, drawing on each other's experiences and insights.

Our organisation was created in 2007 and registered as a charity in March 2009. Our staff team all work remotely and part-time (currently from Belgium, Portugal and the UK). We also work closely with freelancers and volunteers across the world, including members of distributed circles/project teams.

These 'distributed circles' are made up of Transitioners from around the world who are supporting the movement at an international level. This includes the Training Circle and Inner Transition Circle, and this [diagram](#) shows the international enabling infrastructure of the Hubs Heart Circle, TN and the distributed teams and circles.

How We're Funded

We receive funding from a number of sources. To find out more visit our [Transparency](#) page for a list of funders past and present, and links to our latest Trustees Report and Financial Statements.

Shared Governance

In 2018 TN made a shift away from what was basically a hierarchical structure to a shared governance model.

As part of this our staff and trustees have 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](#).

This video (produced by Université du Nous) gives a sense of the philosophy that underpins our governance model - [Video - Our Relationship With Power](#).

This [recent podcast](#) (with an abridged text version) gives some background to the journey that we have made as a team.

Organisational Structure

In our shared governance model we have a Primary Circle which is responsible for defining 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 meets 4 or 5 times a year (mostly online).

Responsibility for delivering TN's organisational strategy rests with the Heart Circle. The Primary Circle elects one of its members (currently Nicola Hillary) to act as Lead Link for the Heart Circle. The Lead Link is responsible for appointing other roles to the Heart Circle, supporting them to deliver what's needed. Connected to the Heart Circle we also currently have Infrastructure, England and Wales Networks and Supporting the Movement circles.

The structure is designed to evolve organically in response to tensions and needs within the organisation. People accept and relinquish roles, and circles are created or dissolved, as circumstances change.

Here is a diagram of [TN's current structure](#), and [this version](#) gives you the option to click on roles or circles to find out more about their Purpose and Accountabilities.

Part of our shared governance journey includes ongoing work to distribute power, resources and roles across the international Transition movement. We work in collaboration with the Hubs Heart Circle, which is the organising group for the [Transition Hubs Group](#). **They plan to elect someone to a Communications Role within their circle who will be a key link in your collaborative work.**

Key Characteristics of Our Governance in Practice

- 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 regular 'sorting' meetings to share updates and to identify and process any tensions between roles or activities. Governance meetings are arranged when we see the need to review, adjust, delete or create roles. Strategy meetings can also be arranged to help steer the circle in fulfilling the organisational purpose.
- We use participatory forms of decision making such as consent decision-making and election-by-consent when appropriate.
- We have [Relational Agreements](#) that support us to cultivate healthy collaborative group culture.
- 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.

Organisational Purpose

We agreed this organisational [Purpose](#) in 2018, which guides the work and decisions of all of us at TN. It is designed to evolve over time as the context in which we work changes, and we gain additional insights about what is needed. It can be amended by a decision by consent taken by TN's Primary Circle.

Objectives 2022-2025

TN has agreed two broad joint objectives with the Hubs Heart Circle for the next three years:

- Achieve a step-change in connections and flow of communication across and beyond the mycelial network of the Transition movement, to increase the impact and visibility of its contribution to regeneration.
- Contribute to the development of wider cultural narratives and practices of change, to help people **create the conditions in which transformative regenerative change can arise** and to **build collective resilience and solidarity** at multiple levels of scale.

Our Team

You'll be joining a team of 12 people who work from our homes in Belgium, Portugal and the UK. You can find out more about our team and trustees [here](#).

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 are open to exploring new possibilities.

We aim 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 team members need to be able to access a high-quality broadband connection throughout their working day, plus a willingness to experiment with sometimes unfamiliar online tools and platforms.

Currently, we come together as a whole team (staff and trustees) for 2-3 days twice a year - in-person where possible and online when not possible/desirable. Due to the pandemic, our last in-person gathering was in January 2020, but we hope to see each other in July this year.

Our team is mainly UK-based at the moment but as the support organisation for an international movement, we are actively seeking to distribute power, influence, resources and opportunities for paid work as widely as possible. We are very open to exploring 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.

Communications Role

Within our shared governance model every member of staff is employed as a Team Member, all contributing to the overall purpose and strategy of the organisation. Each Team Member is assigned roles according to organisational need and their particular skills, experience and interests.

In our model, there is a lot of flexibility which allows us to adapt as organisational needs change. This means that many of us hold multiple roles, and these can change during the course of our employment. However, due to the specialist communications skills and experience we are looking to bring into the team at this time, we expect that this will be your core role.

As well as specific Purpose and Accountabilities for the Communications Role we have a Team Member Role Description which we use for all recruitment.

This role sits within TN's Heart Circle. Our intention is that your focus will be ongoing development of TN's communications infrastructure, processes, strategy and relationships, in collaboration with the wider movement. Initially, you will also continue to 'hold' external communications - curating and sharing news, updates and stories to a range of audiences across our different channels.

A key focus for the coming year is fundraising to increase our communications capacity, within the organisation and across the movement. You will work closely with our Fundraiser and Hubs Heart Circle to support this.

Once we have additional funds we will recruit additional Communications Role/s and revise the Purpose and Accountabilities for this role, which currently are:

Purpose and Accountabilities

Purpose

- To lead ongoing development of TN's communications strategy, infrastructure, processes and relationships, consistent with our governance model.
- To increase the visibility of TN and the Transition movement's impact, practices of change, and contribution to regeneration.

Accountabilities

- Supporting TN, and the wider movement, to have a diverse and effective presence at key external events, in press and media.
- Convenor and facilitator of 'content curation' meetings to collaborate on strategy, framing and content.
- To integrate accessibility and language justice into our approach and communications.
- Leading a collaborative review and redesign of TN's website and branding, consistent with our governance model.
- Working with relevant roles and distributed circles to secure additional funding to improve communications infrastructure.
- Delivering diverse and engaging content across TN's communications channels to tell compelling stories, share news, resources and build the profile of TN and the wider movement.
- Editor/copy editor of Homepage, Stories, News and Blog website content.
- Design or commission visual assets for use by TN and the wider movement.

TN Team Member - Role 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 TN'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 TN's Relational Agreements and support other members of the team to do the same.

Relational Agreements

In 2018 we developed this set of relational agreements to give a bit of structure to the collaborative culture we are seeking to develop. It feels important to emphasise the opening 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.

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.

Communications Role - Person Specification

We are seeking evidence of the following competencies:

Communications Role

Experience of:

- Collaboratively developing and implementing a communication strategy and plan.
- Embedding communications monitoring, evaluation and learning plan to measure and understand success.
- Contributing to fundraising e.g. embedding fundraising objectives into communications outputs, collaborating with fundraising applications to build communications capacity.
- Content creation, curation and copy editing in different formats for a variety of channels and audiences.
- Managing a website and supporting the production of engaging and accessible content.
- Managing press enquiries and speaker requests.
- Integrating accessibility into communications.

TN Team Member

- Alignment to the values and principles of the Transition movement.
- Ideally, experience in working on 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.
- Fluency in English.

Desirable

- Readiness to use and learn a wide range of online apps and communication tools (such as WordPress, Slack, Zoom, Loomio, Miro, Eventbrite, Mailchimp, survey apps, social media platforms, etc).
- Ability to use online graphic design tools (such as Canva, or similar) for content creation.
- Experience in facilitation - both online and in person.
- Experience in working with stakeholders and UX designers in website redesign.
- Experience in leading on brand and asset design.
- In addition to English, fluency in one or more other languages.

We are also actively seeking to recruit individuals whose background or lived experiences will bring extra depth and/or a diversity of perspectives to 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.

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 year, as part of the gross salary, plus £26 per month pro-rata tax-free home-working allowance.

The working hours for this role are 22.5 - 30 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, and Thursday so there is a preference that a good proportion of this role's hours also fall within these three days (for ease of contact/meetings etc.).

Recruitment Timetable

To apply, please submit a completed [application form](#) and your CV by 12.00/midday (GMT/UTC) on Tues 12th July 2022.

Shortlisted candidates will be invited to an **online interview in the period between 20th and 28th July**. Selected candidates will be invited to a second online interview during this period.

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