

Municipalities in Transition

Core Team Recruitment

Dear all,

At the end of 2016, Transition Network and the Transition Hubs group managed to secure funding for a 2-year pilot project that aims to promote the collaboration between citizen-led initiatives and the local public administration. We are in the initial stages of putting the core team together, and as a result we are now recruiting for three part-time paid roles. **More information about the positions below.**

Those selected will play a key role in shaping the strategy and operational aspects of the Municipalities in Transition project, supporting in the research and implementation of an innovative project in Europe, and beyond. We are hoping to set a precedent in this type of work so it becomes replicable and helps create bridges between people working towards global resilience.

The ideal candidates will be highly motivated, self-starters with a keen interest in the Transition process and a proven track record in the relevant field. These posts will initially be offered on a part-time basis for the duration of the pilot project (2 years), with the workload being allocated according to the needs of the project. The intention is that those recruited will be hosted by Transition Hubs or partners, or work on a freelance basis.

Bearing this in mind, we would like to invite you to help us find the right candidates. Please share this information whoever you think might be interested within your close contacts, group, organisation or network. Feel free to circulate this information in your websites, social media and newsletters. Please note that the final deadline for applications is the **10th of April 2017 (23:55 CET)**, as we need to be agile in bringing the team together.

Thank you in advance for your help and if you have any questions or comments, or would like to discuss any aspect of the call informally, please contact me at anahuertas@reddetransicion.org

Presentation

Are you committed to social change? Do you want to showcase how local action can have a global impact? Are you aware of the challenges and opportunities that arise when bottom-up organisations work hand in hand with public administrations, and have ideas on how to foster this type of relationship? Do you have the creativity and resilience to work remotely with an international team in a fast-changing environment? Then read on for an exciting and innovative project that could greatly benefit from your skills!

The Municipalities in Transition project came out of an open process to which all Transition Hubs were invited to contribute. Since August 2016, a small group of Transition National Hub members and Transition Network staff have volunteered their time to develop an initial funding proposal, to refine this into a more detailed application and to adapt the project to fit with the budget offered by the funders. We were successful in the funding bid for a multi-step project that will be completed within two years. Final details of the project can be found [here](#).

The project came together to create a clear framework for how Transition groups and municipalities can create sustainable change together, tested in three (or more) pilot partnerships between Transition Hubs and municipalities over the years 2017-2018. The main activities are to collate and assess existing experiences to co-designing an agreed framework and set of tools to support the transition process; to test and refine the agreed framework in pilot areas to develop a shared evidence base; and to reach out to decision-makers, funders and potential new partners to replicate successful learnings and frameworks.

Working hand in hand with the Project Manager, researcher(s) and a voluntary Steering Group, the team will help develop the strategy and coordinate activities on the three key areas addressed by the project: research, municipalities liaison and capacity building.

Please note that given the transnational and multi-stakeholder nature of the project, this is an initial, relatively low budget experiment that has the potential to attract further funding and scale up in due course.

Team Description

We want to explore effective, flexible and affordable mechanisms which make best use of the initial funding to create three complementary part-time roles.

The nature of the project, and therefore the work arrangements, is very experimental, as we want to be open and flexible to work with emergence and adapt fluidly to the opportunities and needs for both the project and the team members. Bearing this in mind, there will be scope for successful candidates to shape their own roles and proactively make proposals to support the planning and implementation of activities within their area of expertise and to the overall strategy.

All three roles will report to the project manager and will together form a virtual team. You will be supported by an active Steering Group composed of volunteer Hubsters and Transition Network staff.

Core team roles

We would like to create a team with the following characteristics:

- Demonstrates effective collaboration across distance, with a strong sense of shared purpose;
- Draws on a diversity of perspectives and experience, including from different countries and cultures;
- A healthy group with good emotional connections and a strong culture of mutual support and collective accountability;
- The time and capacity to be responsive to unexpected developments and support and connect with wider activity happening beyond the project team;
- Good, innovative skills and practices around communication, engagement, coordination, planning, reporting & monitoring;
- Strong experience of Transition processes and commitment to Transition values plus a good understanding of the challenges and opportunities faced by municipalities (when looking at the team as a whole);
- A willingness to experiment with processes and structures (e.g. sociocratic decision-making) and move beyond personal comfort zones while understanding and managing risks;
- A rich balance of required technical skills and relevant experience.

All members of the team should:

- Have a willingness and capacity to work remotely in an organised, self-disciplined way, maintaining momentum whilst engaging with complexity and emergence;
- Good collaboration skills and practices and a readiness to work flexibly and responsively with others to create a strong and positive team culture
- Proactively take care of their own health and personal resilience
- Have a good level of written and spoken English (other language skills are highly desirable)
- Have an understanding of, and commitment to, Transition principles and approach

Role: Analyst

The Analyst will lead on the mapping of current activity in this field, drawing out most interesting case studies, tools, etc., as well as developing and implementing a monitoring & evaluation framework. This role will coordinate the knowledge base from which the prototype framework for municipal transition will be designed, to then be tested in the pilot countries.

Candidate sought:

The candidate may have a research background, with practical experience in the design, implementation and monitoring of bottom-up and/or public administration-led projects on sustainability and community resilience.

- Ability to lead and coordinate mapping, harvesting and assessment activities of current experiences, which will then inform the selection of pilots.
- A good capacity, enthusiasm and empathy when communicating with a wide diversity of audiences (from local initiatives to public administrations and research institutions)
- Knowledge of and experience using resilience indicators
- Ability to connect with any independent researcher(s) aligned to the project to develop and implement a monitoring & evaluation framework
- A good capacity to animate and support project beneficiaries, while also building links between research and practice, encouraging and supporting a two-way flow of knowledge and information

Role: Municipalities lead

The Municipalities lead will contribute to the design, development and delivery of project activities and resources with an understanding of the context we work in. The person selected will be the main support for pilots on the ground, exploring how the proposed process of change can take place in systems that are not designed to handle it.

Candidate sought:

The Municipalities lead will have experience working with or for municipalities (ideally in an international context) and be able to effectively engage beneficiaries to take part in the project.

- At least three years' experience working closely with public bodies and local administrations to deliver community development and/or sustainability projects
- Innovative, open for experimentation and with an understanding of the cutting edge of participatory democracy
- Experience facilitating processes to support the emergence of common positions or opinions
- Experience managing contact databases and staying in touch as appropriate with beneficiaries
- A good capacity, enthusiasm and empathy when communicating with a wide diversity of audiences (from local initiatives to public administrations and research institutions)
- Ambassador and public speaking skills to present the project and strategy to policy makers and beneficiaries, in liaison with the research team

Role: Pedagogy lead

The Pedagogy lead will focus on the sharing and co- creation of knowledge and catalysing effective cooperation within the team, the wider Transition Hubs network and beneficiaries. The candidate will promote the sharing and dissemination of knowledge within and beyond the scope of the project, being proactive and imaginative to propose capacity-building activities and methodologies.

Candidate sought:

- At least 3 years' experience on the design and delivery of projects related to education and knowledge-sharing
- Experience of innovative ways of sharing learning and building capacity over distance
- Experienced facilitator of learning, trainer and/or community developer
- A solid understanding of and experience working with a broad range of facilitation and training methods aimed at fostering learning towards a common purpose
- Mapping, collecting and curating of online resources on knowledge sharing and pedagogy
- Experience using digital/online community management through online platforms

Salary and conditions

This is a rare opportunity for paid work in this experimental, cutting-edge line of work.

We have a total budget of approximately €56.000 over two years to cover the costs of the three roles. The workload will likely be concentrated at particular times of the year, with a minimum number of days (perhaps 50 per year, on average 1 day per week) to be committed initially and possibilities for extra paid work when required, according to needs and capacity.

We are aware that what we offer is not a competitive salary and that team members will have to find additional remuneration for their livelihood. Bearing this in mind, we'll be open to discussing how this work can fit with candidates' other commitments, and evaluate workload and pay rates accordingly.

We can offer paid work on a freelance basis - Transition Network would issue the contracts - or explore the possibility of project team members being "hosted" by a Hub or partner organisation.

To apply

Please send your CV and letter of motivation, explaining how you meet the relevant person specification, to recruitment@transitionnetwork.org (referring to the position applied for in the subject) **not later than 23.55pm (Central European Time) on the 10th April 2017**. If you have any questions or concerns in relation to any of these positions, which you would like to discuss informally, please feel free to contact Ana Huertas (project coordinator) at anahuertas@reddetransicion.org.