

Job description: Diversity Project Coordinator

Job Title	Diversity Project Coordinator		
Summary of role	Develop models and practices to enable the transition movement to successfully engage across culture, race, faith and income groups		
Salary	£28,000 per annum pro-rata		
Hours	30 (4 days)		
Location	Flexible		
Reports to	Chair of Trustees		
Key relationships – internal	<ul style="list-style-type: none"> • all Transition Network staff • Transition Training and Consulting • Transition Network Directors • Diversity Steering Group 		
Key relationships – associated bodies	<ul style="list-style-type: none"> • Transition Initiatives • Staff of other transition organisations (eg Transition Scotland Support) 		
Key relationships – external	<ul style="list-style-type: none"> • individuals, groups, organisations and projects operating in the field of diversity and social and environmental change 		
Key responsibilities	<ul style="list-style-type: none"> • Meeting the current challenge to Transition to engage with a wider range of sectors in British society, including different ethnic, faith and class groups. • Assisting in the design of processes that will extend the outreach of all Transition groups to those sectors • Building key partnerships for Transition that will support this outreach process and foster resilience through diversity 		
Special notes	<ul style="list-style-type: none"> • The initial funding for this post is for one year, but funding to continue the work will be actively sought • This post may involve periodic travel throughout the UK and Ireland 		
Skills and experience	Area	Essential	Desirable
	Diversity and inclusion	<ul style="list-style-type: none"> • Substantial experience of engagement with a variety of BME, faith and class groups and awareness of the issues that are of foremost concern to them. • Track record of running processes, projects or other which successfully engage a wide range of groups to participate in community activities 	<ul style="list-style-type: none"> • Understanding of the international dimension of ecological and economic issues such as peak oil and climate change. Experience of the dialogue between more and less industrialised cultures.
	Transition issues	<ul style="list-style-type: none"> • Understanding of the impacts of climate change, peak oil, credit crunch and other factors that are bringing radical change to the industrialised countries' way of life and how these factors will impact differently on target groups. 	<ul style="list-style-type: none"> • Experience of a local Transition initiative or similar process of group or community engagement. Experience of engaging BME, low income and different faith groups around issues of climate change, peak oil, local resilience

Skills and experience (cont)	Capacity building and project management	<ul style="list-style-type: none"> Has successfully worked with target groups to increase resilience. Experience of creating and delivering an agreed project plan 	<ul style="list-style-type: none"> Experience in running large projects, over a wide area, if not nationally
	Communication	<ul style="list-style-type: none"> Skilled in communication and diplomacy, particularly in relation to social cohesion. Is able to create inspiring and engaging materials that speak to a wide range of audiences Experience of working with developers to design materials for publicity including web pages, printed material 	<ul style="list-style-type: none">
	Design processes for exploring issues	<ul style="list-style-type: none"> Can design processes that explore and facilitate learning around issues such as difference and power or work with facilitators to do so. 	<ul style="list-style-type: none"> Has designed and run successful workshops on issues of inclusion / exclusion and diversity.
	Collaborative working	<ul style="list-style-type: none"> Skilled in building and running partnerships, teams and collaborative working that support a diffuse network of groups. 	
	Contacts and networks	<ul style="list-style-type: none"> Has extensive contacts in the fields of diversity work, resilience / capacity building. 	
	Personal qualities	<ul style="list-style-type: none"> Creative, resilient, able to handle conflict and difference, depth of understanding of issues, good humoured, resourceful, friendly, sensitive to context. Confident to work alone, self motivated 	
Key responsibilities and tasks	Mapping and building relationships with potential partners		
	Set up, coordinate and work with a Diversity steering group		
	Exploration and enquiry into what happens when different groups engage with the Transition model as it currently exists, what barriers there are and what is needed to engage successfully more widely, and work with Transition Network to reshape the Transition model and how it is communicated		
	To assess the needs for training and support across the existing Transition network and in new forming groups on a continuing basis and design tools accordingly		
	Work with Transition Training and other partners to create workshops, community dialogue process and other resources for people from Transition initiatives		
	Collating examples of existing good practice to form the basis of a support package for a variety of different contexts (country, town, faith, culture, ethnicity, class/income)		
	Encourage and support groups or projects to provide seminars, articles or other means to disseminate information about particular successes		
	Contribute to funding applications to further develop the work		