

Recruitment pack

# Head of Training

Closing date

Tuesday 5th November 2024 11.59pm



**PEOPLE'S  
ECONOMY**

# Thank you for your interest in working at People's Economy.

We are looking for people who are: passionate about addressing economic injustice, experienced trainers and facilitators and are excited about the prospect of leading work to build infrastructure that will significantly scale our training capacity.

# Key details of role

**Role:** Head of Training

**Salary:** £44,383 (pro rata) with progression points available post probationary period.

**Location:** Remote with regular in-person team days across the UK every six weeks and other potential required UK travel

**Hours:** 0.8 - 1 FTE (30-37.5 hours per week)

**Contract:** Permanent

**Benefits:** 7% pension contribution, 30 days annual leave in addition to bank holidays (pro rata), training and development budget, flexible working, Union recognition, enhanced sick leave. Enhanced parental leave policies are under development.

**Application deadline:** 11.59pm, Tuesday 5th November 2024

**Online Open House:** Candidates are invited to attend an information webinar and to meet some of the team on Monday 28th October 12pm. [Register here.](#)

**Interview dates and location:** First interviews Wednesday 13th November 2024 via Zoom. Candidates selected for second interview: Tuesday 19th November, in person in London.

**Diversity, inclusion and anti-oppression:** We are particularly keen to receive applications from people who are: women and non-binary people, from Black and Asian backgrounds or are other people of colour, or members of other marginalised groups. We also strongly encourage applications from members of communities experiencing economic injustice, and people working for change as part of these communities.

We are open to applications from people seeking job share options or different part-time work hours.

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# About People's Economy

**People's Economy aims to build the agency and power of people facing injustice and working for social change so that they have the expertise, capabilities and resources to develop their own analysis of how the economic system is a root cause of the injustice they face, develop strategies to change it and then take action with others. Our vision is for a world with economies that meet the needs and priorities of people currently experiencing economic injustice.**

Through short training, longer courses, community building and facilitation we work with changemakers embedded in communities experiencing economic injustice to imagine, analyse and plan the economic change they want to see, and to take action to empower themselves and their communities, build alternatives and influence dominant institutions. We also work to create better conditions for changemakers to create economic change.

We have programmes working with groups in North Wales, Birmingham, Hartlepool and London and with the migrant justice and youth organising sectors and an emerging community of practice to connect people across areas. We're just about to start a 12 month action inquiry looking at how to increase the quantity and quality of collaboration between the grassroots groups and the professional new economy sector.

We are 18 months into our [five-year strategy](#) and in a strong position to continue to deepen and scale our work across different regions and themes. We're currently recruiting for a number of vacancies to support us at this stage in the strategy. These new posts, working alongside the existing team and our trustees, will be a crucial part of overseeing this work and ensuring that we are carrying out our mission in the best possible way.

You can find out more about our current work and team by visiting [peopleseconomyuk.org](https://peopleseconomyuk.org).

# About our team culture and ways we work together

At our heart we're a relational team, we make space to support and encourage each other and celebrate the small wins. We try to imbue our interactions with a genuine sense of care for each other as whole people. We think carefully about building relationships, especially with the team working remotely around the country - we gather in person every six weeks at our team days to connect with each other, talk about strategy and eat some good food together.

We know that being a flexible and supportive workplace is what enables people to do good work. We work to build trust with each other and offer this flexibility where possible through remote working, core working hours, enhanced leave policies, and flexible, supportive approaches to line management.

Our team is much bigger than the staff. We know working collaboratively is the only way to achieve our mission. Our team is also formed of community partners and grassroots groups up and down the country, our trustees and many other freelancers and collaborators. We're all connected by a deep investment in our work and a desire to work strategically to achieve our mission.

We know a big part of this is investing in people's development and leadership, working to give people a sense of autonomy over their work and providing opportunities to develop skills and experience accordingly. We provide a £1000 staff annual personal development budget to support this.

We're thinking actively about what it means to be building a culture we're proud of and that embodies our mission. We want whoever joins our team to take part in exploring that. Here's some of the questions we're holding:

- How do we balance a commitment to gain input and team consensus with empowering people in their roles - moving quickly when needed and giving enough clarity about how decisions are made?
- How do we keep ensuring flexibility and support for staff whilst ensuring consistency and enough clarity through formal policies and processes?
- With the team working across the country, how do we make sure people don't feel isolated and continue to offer enough spaces for relationship building and connection?
- How do we make more room and build the muscle for conflict that is generative and enables us to challenge each other with care?

# Who we are looking for

**We aim to make diversity, inclusion and anti-oppression a central part of how we do our work, within our organisation and in our programmes, and this applies to how we do our recruitment. You can read our diversity, inclusion and anti-oppression policy, and our linked recruitment policy, [here](#).**

Economics is underpinned by a way of thinking dominated by white men who have studied and worked in a small number of institutions. We are looking for people that bring a different perspective. To this end, when candidates are of equal merit, we will prioritise selection and appointment of people with identities and backgrounds that are currently under-represented in People's Economy, economics and the charity sector.

We are particularly keen to receive applications from people who are:

- women and non-binary people
- from Black and Asian backgrounds or are other people of colour
- from a community experiencing economic injustice, for reasons including being from a working class or other economically marginalised backgrounds
- working for change as part of a community that has experienced economic injustice - we refer to people doing this as 'changemakers'.

We also strongly welcome applications from people who are members of other marginalised groups for example due to disability, religion, gender identity or sexuality.

# Job description and person specification

Please read this job description and person specification carefully to help you write your cover letter and tell us how you meet our requirements for the role. We are looking for potential from applicants.

<b>Job title</b>	Head of Training
<b>FTE</b>	0.8 - 1
<b>Job Grade</b>	Grade 3 - £44, 383
<b>Location</b>	Remote with regular in-person team days across the UK every six weeks and other potential required UK travel
<b>Reports to</b>	Programme Director
<b>Responsible for</b>	Freelancers, possible future staff roles

## Job purpose

The Head of Training will lead People’s Economy’s overall approach to training providing strong oversight and ownership over: turning economic analysis content and our community economic education framework into engaging and accessible training; individual workshop and learning journey design; our pedagogical approach to learning; and our unique facilitation approach. The role will have a focus on building the infrastructure to consolidate and scale our training through supporting, training and coaching staff, freelancers and collaborators in implementing our training approach. It will also be responsible for developing paid training work and will support other work strands, manage projects and contribute to income generation.



## Leading People's Economy's approach to training

- With support from the Programme Director, lead the development of People's Economy's approach to training and workshops to create an approach and set of standards to be applied across the organisation.
- Stay abreast of developments in training best practice across similar organisations and use this knowledge to further develop People's Economy's training approach.
- Develop resources (e.g. types of training exercises) that can be used across People's Economy's training work
- Support colleagues and freelancers to implement People's Economy's training approach, including through delivering 'train the trainer' training and creating learning resources
- Work with the Programme Director to create processes to oversee the quality and delivery of all of People's Economy's training
- Lead on monitoring and evaluation of, and learning from, People's Economy's training work ensuring that it informs the subsequent development of training
- With support from the Programme Director create and implement plans to build and maintain our training infrastructure and increase our training capacity.

## Training for Changemakers

- With support from the Programme Director, design and develop our training offer. Including different:
  - Types: One off sessions and longer courses and learning journey
  - Topics: Learning about the economic system and alternatives, developing economic change analysis and strategy, developing skills for creating economic change
  - Audiences: For a wide range of audiences, particularly grassroots changemakers ranging from migrant justice organisers, youth changemakers, community activists.
- Lead the implementation of training, including:
  - Work with the Head of Community to develop processes to recruit and onboard changemakers to training opportunities
  - Design training workshops, working in accordance with People's Economy's community education framework and principles
  - Oversee the delivery of training workshops facilitated by other staff and freelancers

- Work collaboratively with the Programme Team to ensure a joined up approach across our work with changemakers

## **Develop paid training work**

- With support from the Programme Director, take a strategic approach to identifying and developing opportunities to undertake paid training work that can both meet People's Economy's goals and generate unrestricted income for the organisation
- Hold key relationships, as agreed with the Programme Director, with organisations and individuals who are current and potential clients for paid training work

## **Supporting other work strands**

- Feed in from a training perspective to the development of People's Economy's changemaker community of practice led by the Head of Community
- Feed in from a training perspective to the development and implementation of the organisational communications strategy

## **Managing projects and people**

- Work with the Head of People and Operations to recruit and manage a pool of freelancer Associate Trainers to help deliver People's Economy's training work, and lead the training of freelancers to do this work
- Manage freelancers contributing to People's Economy's training work and any staff roles which (in future) report to Head of Training
- Manage (or contribute to) non-programme projects that contribute to achieving People's Economy's goals, as agreed with the Programme Director
- Work collaboratively with the Programme Team to ensure a joined up approach across People's Economy's work

## **Financial management and income generation**

With support from the Programme Director, develop and manage budgets when leading programmes and projects

With support from the Programme Director, contribute to income generation by leading the development of agreed identified opportunities, including by holding key relationships with existing and potential funders

## All *People's Economy* employees are expected to:

- Always act in the best interests of *People's Economy* and work in line with *People's Economy's* stated principles and values
- Comply with *People's Economy* policies and procedures
- Implement the organisation's commitment to Diversity, Inclusion and Anti-Oppression in their work
- Maintain confidentiality in all areas relating to *People's Economy*
- Contribute to organisation-wide processes and development of practice
- To be flexible and co-operative and to undertake any other reasonable duties that support the needs of the organisation, as requested by the Executive Director or Board of Trustees

*This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post-holder.*

## Person specification:

	Essential	Desirable
Experience	<p>Designing, developing and implementing training sessions and courses</p> <p>Delivering training, including through partnership working</p> <p>Developing infrastructure, policies and systems to scale training capacity whilst maintaining high quality</p>	<p>Living as part of a community that is marginalised or experiencing economic injustice</p> <p>Developing opportunities for income-generating delivery</p> <p>Providing thought leadership on pedagogical and facilitation approaches.</p>

## Skills and Knowledge

Designing and delivering 'train the trainer' training and managing other trainers

Developing and delivering user-facing programmes of work within the UK community and civil society sector

Considerable knowledge of best practice in designing and delivering training in communities

Ability to learn about and create training programmes on complex topics

Knowledge of key issues and debates in economics and/or economic policy

Familiarity with methods of working with marginalised people and communities in ways that minimise imbalances of power

Ability to oversee freelancers

Ability to build and manage effective relationships with organisational partners and stakeholders, including funders

Ability to implement diversity, inclusion and anti-oppression aims and values in core work

Ability to think independently, critically and creatively and to take responsibility for decision-making

Confident oral and written communicator with the ability to communicate effectively to a range of audiences

In-depth understanding of some aspects of economics and/or economic policy

Ability to carry out effective line management.

## Personal attributes

Excellent time and project management skills, including the ability to prioritise limited resources to maximise impact.

*These are some of the personal attributes we're looking for in everyone who joins our team. We're not expecting you to be able to demonstrate every single one, but show they are areas you are already working on or committed to meaningfully developing in alongside the rest of our team.*

- Committed to and excited by People's Economy's mission of doing long-term work with people experiencing economic injustice across the UK to collectively understand, reimagine and change the economy.
- Commitment to working with People's Economy's diversity, inclusion and anti-oppression aims and values.
- An open, collaborative, consensual and self-reflective working style, including ability to navigate disagreement and conflict in a constructive way and to be accountable to others.
- Dynamic and energetic, constantly reflecting on People's Economy's effectiveness and seeking ways to improve our impact.
- A critical and strategic thinker, able to both see the big picture and have an eye for detail.
- Ability to reflect and learn, including sharing failures and uncertainties. Openly giving and taking constructive feedback from the team and members of People's Economy's community to bring out the best in you and others.
- The emotional intelligence to empathise with and appreciate others, creating opportunities for those you work with to grow and develop.

# How to apply and how the process will work

**We will select candidates through a review of written applications to produce a short-list, followed by two interview stages.**

We want to see people at their best and so of course will make any reasonable adjustments relating to long-term conditions or disabilities that you need to help you perform at your best. Please let us know if this applies to completing your written application. We also ask you to let us know when submitting your application if you have any requirements for accessibility-related adjustments if you are selected for an interview.

We can also reimburse candidates for travel and childcare costs related to attending an interview, and will ask you about this if we invite you to an interview.

## Online Open House

Come and meet us! We are hosting an online open house on Monday October 28th at 12pm for anyone who is interested in hearing more about the roles we're currently hiring for or what People's Economy is all about. You can use this space to ask any questions you might have about the role, find out more about the organisation and meet some of our staff team. Curious? [Sign up now!](#)

This will be hosted as a webinar and questions can be submitted via the Q&A function so you will be able to remain anonymous unless you choose to unmute or turn on your video to ask a question.

## Submitting an application

To apply for the role, please submit your CV and a cover letter to [careers@peopleseconomyuk.org](mailto:careers@peopleseconomyuk.org) with the subject line 'Application - Head of Training'. Your cover letter should address the following questions and be no longer than two A4 pages:

1. Why do you want to be part of the People's Economy team?
2. How does your skills and experience meet what is set out in this Job Description?

To be considered for the role you must submit your application by the deadline. Please also complete a [Diversity Monitoring Form](#), this is not mandatory but helps us ensure we are reaching everyone, and informs whether we should make changes to improve our roles and recruitment practice.

***Let's also name the elephant in the room!*** Sometimes we all experience a bit of imposter syndrome. At People's Economy, we lean into this feeling. We believe that imposter syndrome is a manifestation of the oppression many of us face day to day. You don't have to tick all the boxes for each role to apply. If you feel a pull towards a specific role and believe you could make a difference we would love to hear from you!

## Interviews

Following selection of applicants, there will be two interviews.

The **first** interview on Wednesday 13th November, will be held online. If you are successful in your first interview you will be invited to attend a **second** interview on Tuesday 19th November. This will be in person in London.

If you are invited to interview you can let us know if you need us to cover childcare or similar costs to allow you to attend the interview. We usually don't dress formally for work, so please wear whatever you feel most comfortable in for the interview.

The interview will involve a structured set of questions designed to test whether you have the key skills and experience for the role. We will send the questions to you in advance. For candidates invited to a second interview, we will also ask you to prepare a task in advance to deliver at the interview and there will be a further set of structured questions sent in advance.

## References and eligibility checks

Once we have identified a preferred candidate via the interview process, we will carry out reference checks and legally required checks of eligibility to work in the UK before making a final job offer.

## How we will process your application data

We set out in our [data notice](#) for applicants how we will treat the data that we gather about you as part of the recruitment process.