

Tripod: Training for Creative Social Action

Role Description

Operations Coordinator (Maternity Leave Cover)



Location: Edinburgh

Contract: £29,000 - £36,250, according to our Equitable Wages. 12-month contract, at 4 days/week. The first 3 months will serve as an interim period, allowing both Tripod and the candidate to assess fit and suitability for the role.

Deadline for applications: Tuesday, 6th January 2026 at 5 PM, see below for info about [how to apply](#).

About Tripod

Tripod is a small, non-profit workers' cooperative based in Edinburgh. We build the power of social movements tackling the root causes of injustice in Scotland and beyond. As a collective of facilitators and educators, we connect people and develop skills to embody the liberated futures we're fighting for. We seed active solidarity and strengthen strategic collaboration within and across movements.

You can find out more about Tripod on [our website](#), a summary of our 2025-2030 strategy is [on our blog](#).

About the Role

This role is fixed-term for 12 months which is responsible for coordinating the internal strategy and operations for Tripod, during the period of Maternity Leave cover for the current Operations Coordinator. With support from the rest of the team, you will lead on all operational areas: People & Dynamics (what we call 'HR'); Finance & Fundraising; Office & IT; Governance and External Communications. As a worker-led cooperative, each member of staff also takes responsibility for Tripod's smooth organisational functioning alongside the Ops Coordinator as we move towards our purpose together.

Co-Directorship

Given this role is a maternity leave cover, that we expect to last for 12 months, we would not anticipate the successful candidate being a co-director during the course of their fixed-term contract. In practice this means the responsibilities and decision-making is restricted to the day to day management of the role, in opposition to the longer-term strategy and overall sustainability/health of the coop. This role would also not hold legal responsibility for the coop.

General staff responsibilities & team working

- Effectively manage personal and collective work plans according to agreed priorities and deadlines;
- Proactively contribute to timely and effective internal communication and decision making;
- Collaborate on practical and pastoral support for other collective members: through peer supervision, ad hoc support for programme teams and onboarding of new staff;
- Contribute to keeping Tripod's work relevant, on purpose and in line with values including in strategic planning and day-to-day work;
- Participate in local and international social justice networks.

Operational responsibilities

You will lead on internal strategy, with support from other staff on each area:

- **Organisational Support:** Maintain smooth day-to-day working, by leading on operational meetings and supporting systems for collaboration that align with Tripod's values and purpose. Support the logistics for internal events and Tripod's external work, as required.
- **People & Dynamics:** Oversee staff support, access and wellbeing systems including peer supervision and feedback processes. Lead on recruitment and induction of new staff, and support staff exit processes.
- **Fundraising:** Support the resourcing of Tripod's training and movement-building work by co-writing funding applications, tending relationships with relevant funders and scoping potential sources of funding.
- **Financial Health:** Oversee payroll and invoicing, manage monthly payments. Manage organisational budgets, forecasting and reporting to board, staff and funders.
- **Office & IT:** Liaise with landlord and manage office needs: equipment & materials, software, and health & safety compliance.
- **Governance:** Support effective organisational oversight by liaising between the staff team and our advisory Board, monitoring compliance with official bodies: Companies House and HMRC. Lead on staff bi-annual away days.

Person Specification

Please note that we are more interested in you and your approach than formal qualifications. We don't expect candidates to have all of the experience we are looking for but we have listed several that we think would be useful for the role.

This role is for you if:

- You share Tripod's [values](#), are excited about our [strategy](#) and wish to support the work that Tripod does;
- You enjoy being self-directed while supporting others and receiving support when needed;

- You have good communication skills and experience working with small organisations;

Essential for this role:

- Ability to work collaboratively with collective decision making;
- Strong project management skills and personal organisational skills, good time management and the ability to prioritise effectively;
- The ability to work towards longer term goals whilst managing immediate demands;
- Experience in office coordination and developing organisational coordination systems;
- Experience in financial administration and budget management
- Experience in organisational management, including people support and/or recruitment.

Desirable, but not essential:

- Lived experience of racism, xenophobia or migration;
- Experience working within a co-op or other flat structured organisation;
- Connections to grassroots/community groups, third sector organisations and/or unions in Scotland;
- Experience of developing and implementing effective HR support in diverse staff teams with an awareness of how systemic oppression impacts different staff;
- Experience with office and productivity software: spreadsheets and web-based apps such as Xero and Google Sheets;
- Experience with each of the above-mentioned operational responsibilities;
- Experience of facilitating decision-making meetings and strategy processes;
- Experience of recruiting staff;
- Fundraising experience, especially with grant-writing, and connections to UK funders;
- Experience of organising accessible events for diverse groups.

What We Offer

Tripod is a unique workplace:

- We are committed to our [values](#) of social & ecological justice, collaboration, care & joy, transformative learning and collective liberation, and are striving to embed these values across our work;
- We are a workers' cooperative and we value collaboration, shared leadership and decision-making. We are always exploring how to make our organisation as effective and sustainable as possible, which is an exciting challenge;
- We make our work useful and relevant to the social and ecological justice movements that we support. Our programmes are responsive to changing needs on the ground, making our day-to-day work dynamic and interesting.

What we offer our staff:

- *Collective care* - Tripod strives to be a workplace that supports staff to be well. For example, we offer enhanced parental pay, enhanced annual leave, sick, & compassionate leave, and the possibility for sabbatical breaks. We also offer paid one-hour lunch breaks, TOIL (Time Off In Lieu) and flexible working hours/days (outside of the office days, see below).
- *Learning* - As a training collective, we are dedicated to ongoing learning and development to deepen our facilitation as well as organisational skills. We offer a generous budget for in-house and/or external training depending on your learning needs, opportunities for co-facilitation, shadowing, and participating in regular skill-shares;
- *Co-responsibility* - We practise skill-sharing and peer coaching within the staff team and will support you to feel confident in your work. We welcome the ideas and passions you would bring into Tripod and you will shape the development of this role and our co-op;
- *Community* - A chance to be part of a small, tight-knit team who value care and having fun together as part of our working culture. We also offer opportunities to meet people involved in other groups and movements working for social, ecological and economic justice, including regular socials with our amazing freelance trainers and advisory Board members.

Support

You will receive regular peer supervision from another staff member, as well as a monthly paid coaching session with a coach of your choice. There will be ongoing support from the rest of the coop members with all areas of work in order to ensure smooth and collaborative organisational function.

Terms & Conditions

Wage: Tripod's equitable wage is £29,000 - £36,250 for 4 days/week, before tax, national insurance and voluntary pension contributions. Our equitable wages are made up of a flat base-rate, and percentage uplifts to minimise barriers for those who experience economic and other barriers to doing our work.

Pension & benefits: 5% employer pension contribution. Generous benefits including monthly team socials, wellbeing allowance & £1,000 annual training budget as well as internal learning opportunities.

Hours of work: 4 days per week (28 hours): 7-hour days plus paid lunch breaks.

This is not a remote role, and will have a minimum of two days per week in the Edinburgh office to ensure the healthy functioning of the organisation. Currently, overlapping staff days are Wednesdays and Thursdays. Occasional evening and weekend work is required. We offer up to 4 weeks remote working through the year (approx 1 week per quarter).


Contract: 12 months

Leave: Tripod offers enhanced annual leave allowance of 7 weeks. As a small team, we coordinate annual leave with mutually agreed shutdown times in winter and summer in order to allow maximum crossover time when working. Tripod offers 3 weeks full sick pay. Time off in lieu (TOIL) is offered in case of overtime.

How to Apply

Please send an application form to recruitment@tripodtraining.org by the Tuesday 6th January 2026 at 5pm.

Please find the application form here:

 [Application Form for the Ops Coordinator \(Mat leave\)](#)

If you have any questions, please email rosa@tripodtraining.org to arrange a phone call.

Please note, Tripod will be on their winter break from 15th December until the 4th January 2026.

Deadline: Tuesday 6th January 2026

Interviews: 21st/22nd January 2026, in our Edinburgh office

Start date: Wednesday 4th March 2026 , negotiable.

Equal Opportunities

Tripod opposes all discrimination on the grounds of colour, race, nationality, ethnic or national origin, economic status or social background, gender, sexuality, marital status, religion, age, size or disability. We value diversity and lived experience.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application and interview. We would particularly like to encourage applications from people of colour / Black or brown people; people who have lived experience of racism, xenophobia or migration; disabled people; LGBTQIA+ folk; people who have a mental health condition; and people who identify as working class or have done so in the past who are currently under-represented in Tripod.

We do not require the successful candidate to have English as a first language. Where two or more candidates are judged to be of equal merit, priority may be given to a BME or migrant candidate as these groups are less well represented at Tripod. Due to the UK's racist border policies, we are not able to guarantee we can arrange work permits for applicants without UK residency. Please let us know if this is relevant to you and we can explore what's possible.