Facilitator & consultant (50-80%)

Join the team!

> Are you a facilitator working with participatory and collaborative processes, intent on making a positive contribution for a more regenerative future? Does collaborating with partners across sectors to advance systems change towards the SDGs sound exciting? Then this might just be the next right opportunity for you!

Who we are

The challenges of our time require new forms of collaboration and a holistic way of thinking. Switzerland has a long tradition of collaboration and dialogue across language barriers and religious divides. Collaboratio helvetica therefore believes in Switzerland's unique potential to leverage participatory approaches and collaboration to contribute to a change towards more ecological responsibility, humanity and the common good. The organisation catalyses the societal transformation of Switzerland by cultivating a cross-sectoral innovation ecosystem, building capacity for systemic change and convening stakeholders around the complex challenges addressed in the Sustainable Development Goals (SDGs). Collaboratio helvetica empowers committed people and organisations to shift deeply ingrained attitudes and mindsets, conduct dialogues more effectively, implement new forms of collaboration and thus collectively imagine and shape the Switzerland of tomorrow.

How we work

We are a purpose and impact driven team. As we work in a complex and emergent field, learning is an important focus, both individually and collectively. We are a self-organised team (see Sociocracy 3.0), which places significant value on collaboration, entrepreneurial thinking and shared responsibility. On our website you can find our principles as well as different projects we run and approaches we use. English and German are our main working languages.

The job description

To complete our team, we are looking for an innovative, independent, responsible and motivated **facilitator and consultant** to support and co-deliver on different collaborations and services across sectors (see some examples). The role includes following responsibilities:

- (Co-)Designing and -facilitating customised formats and processes for clients and partner organisations from the public and private sector, academia, NGOs and IOs (such as Social Innovation Labs, participatory conferences and stakeholders dialogues)

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- (Co-)creating, -organising and -facilitating new capacity building offerings tailored to strategic stakeholders and sectors (for example modules of the Catalyst Lab and workshops in our core methods and key tools such as 2D mapping, Impact Loop etc.)
- Collaborating with the Key Account Lead to smoothly implement customer journeys, satisfying the short-term needs of low threshold collaborations and guiding towards longer term and increasingly impactful collaborations aligned with our strategy
- Collaborating with the Key Account Lead and other team members to develop and deliver impactful services and collaborations within the agreed timeline and budget; collaborating with and where necessary coaching other facilitators engaged in specific collaborations
- Collaborating with the Key Account Lead and the collaboratio helvetica communications team to continuously improve the communication of our offerings
- (Co-)Designing and -facilitating internal formats for the learning journey of all team members, practitioners or facilitators in training, and other collaborators
- Coaching and supporting team members and freelancers engaged in our collaborations in relevant skills such as Theory U, Art of Hosting, Sociocracy 3.0, systems change work, etc.
- Contribute to projects and collaborations as needed

Your profile

- Experienced facilitator trained and experienced in Theory U and Art of Hosting (other core methods are a plus), with a minimum of 3 years of practical experience
- Demonstrated design and facilitation skills both for short-term (events, conferences, workshops) and long-term (learning journeys, team processes, Social Innovation Labs etc.) participatory spaces
- Experience in designing and facilitating awareness-based systems change journeys on different scales and in collaboration with actors from different sectors
- Proven track record of moving from ideas to action, experience in managing projects to completion, including budgets and timelines, and attending to customer needs
- Team player with strong collaboration, communication and interpersonal skills; ideally with experience working in a networked and collaborative organisation
- Able and keen to proactively contribute in an entrepreneurial environment, navigate complexity, and respond to emergent and unforeseen events with creativity and resilience
- Reliable and detail-oriented professional able to meet requirements of different domains and collaborators
- Affinity for learning and ability to gain knowledge from practical experiences, and transfer that knowledge in different formats and contexts (e.g. blog posts, trainings)
- Growth mindset, interest in professional and personal development, and in implementing innovative and experimental approaches and tools
- Fluent and professional writing abilities in English and German; French is a plus

- Practitioner of mindfulness and other practices focused on supporting presence and fruitful collaboration, and able to guide others (e.g. in a grounding or envisioning exercise, for context see the Impact Loop)
- Familiarity with or interest in systems change and systems awareness concepts (e.g. Theory U Otto Scharmer, Donella Meadows, Peter Senge), the SDGs, and self-organisation (e.g. S3, Holacracy)

Working terms and conditions
- Dynamic and purpose-oriented team
- Permanent employment (60-80% - negotiable, depending on profile and skills; high chance of increasing if collaborations are successful and increase)
- Start date is **1st of May 2023** (or by agreement)
- The office of collaboratio helvetica is located in Bern (near the train station) where we meet every Tuesday (required), otherwise the workplace and work time is flexible
- Professional and personal development are part of the work, including learning experiences through practical work, feedback sessions, participation in collaboratio helvetica's training opportunities, etc.
- Swiss citizenship or a valid work permit is required
- 40 hours/week, 5 weeks of holidays per year in addition to the Bern cantonal holidays
- Additional benefits include public transport contribution, contribution to childcare, free coffee, tea & snacks at the office

The application process
If you would like to join this exciting adventure, please proceed as follows:

- Read more about collaboratio helvetica
- Send a short email to hello@collaboratio.ch including your CV, a statement in the format of your choosing around why you think you are the right person for this role, your availability, and anything else you would like to share with us until **20th of March**
- Shortlisted candidates will be invited to an interview in March/April.

Do not hesitate to contact us if you have any questions. We look forward to receiving your application!

Collaboratio helvetica is committed to creating a diverse and inclusive work environment. We recruit and employ people regardless of gender identity, sexual orientation, religious, cultural and ethnic background or physical ability. We are explicitly interested in applications that increase diversity in our team. If you have any questions in regard to this, please let us know.