

LOW CARBON OXFORD NORTH

LOW CARBON OXFORD NORTH COORDINATOR

Low Carbon Oxford North (LCON) is a charity founded in 2010. Our aim is to support the residents and businesses of North Oxford to reduce their carbon emissions. We have done this in a number of ways including conducting thermal imaging of homes in the area, organising public meetings on energy efficiency, organising courses for residents on reducing their carbon footprint, contributing to the Neighbourhood Plans, conducting a campaign on sustainable food, and most recently a project on air pollution and active transport.

We have seven trustees who live in the area and have a range of expertise. We are all committed to low carbon living.

In early 2019 we reviewed our strategy and will be developing a strong focus on working with organisational partners across our area to address how to minimise carbon emissions through tackling renewable energy, energy efficiency, transport, and food – and through creating a sense of shared community.

The Opportunity

This is a fixed-term project for 18 months. The coordinator will work as an independent contractor accountable to the trustee board. He/she will be supported by volunteers and supporters. The aim of the work will be to achieve public engagement on a range of activities to reduce carbon emissions in North Oxford. The work is likely to involve:

Lead on communication and engagement, integrating newsletter, website and social media channels:

1. Prepare and produce the monthly newsletter in consultation with the board
2. Design and produce communication and publicity materials for community and other stakeholders, to be disseminated through the newsletter and social media
3. Maintain and keep the website fresh and up to date, in support of our strategy
4. Develop and support our approach to the media, creating press releases and handling media events

Stakeholder engagement:

5. Engage and develop relations with stakeholders who can help achieve LCON's objects
6. Represent LCON within the community and to relevant stakeholders at local and national level as relevant
7. Attend regular trustee meetings (these are typically once a month)

Community Engagement:

8. Engage our residents and organisations in LCON projects as participants or volunteers in support of carbon cutting initiatives
9. Organise community events and occasional special events
10. Engage and coordinate volunteers to assist in the implementation of LCON activities at community, local and national level.

Project management:

1. Manage and implement carbon cutting projects in North Oxford in liaison with trustee board
2. Lead or support, as appropriate, any project work

Fund raising:

3. Develop a fundraising strategy to supplement our income and report to donors as required

Desirable Skills and Experience

1. An understanding of environmental sustainability work
2. An understanding of how to engage the public around climate change
3. Experience of working with others to organise a programme of activities
4. Experience of taking an integrated approach to engagement and communication using various social media platforms and a website

Basis of Contract

The role will be undertaken on a contractor basis, with payment based on agreed project deliverables. The exact details are subject to negotiation. Payments will be made on invoice.

We have a budget of approximately £6,000 per annum for the project, plus funding for activities.

Next steps

If you are interested this opportunity, please send us a brief cv and a short proposal indicating why you are interested in this project, how you would approach the work and your proposed fees. This should be sent to Alison Hill (chair@lcon.org.uk) by 26 April. Interviews will be held on 7 or 10 May in the afternoon. Please indicate your availability on these dates and when you would expect to start work if appointed.

LCON is advertising simultaneously for a separate opportunity, a project manager for the Healthy Streets and Active Travel Low Carbon Hub Community Grants Fund. Interviews for this project will be on the same day, and you can apply for both through the same application process.