

LOW CARBON OXFORD NORTH: TEMPORARY FLEXIBLE COVER

AN OPPORTUNITY TO BRING YOUR COMMUNITY ORGANISER SKILLS TO AN ACTIVE SUCCESSFUL LOW-CARBON GROUP

Low Carbon Oxford North (LCON) is a charity set up by local residents to support ambitious CO2 cuts through local action. We work with our community, offering practical ideas, information and activities, to help address the climate crisis. We also collaborate with other groups and engage with our city and county councils, to influence climate action across Oxford.

We have eight trustees who live in the area and have a range of expertise.

The Opportunity

This is an opportunity for a talented freelance community organiser to step in and provide additional support for about 2-3 hours a week during a temporary increase in other commitments that is affecting the existing co-ordinator's availability. The opportunity is available until April 2022 in the first instance, and more hours may be available during this period and afterwards, depending on the availability of funding.

Working as an independent contractor accountable to the trustee board through the chair, the organiser will focus on engaging our members and supporters. We want you to bring your own ideas to this work as well as contributing to maintaining our social media presence, keeping our website up to date, and organising and managing our public events. The aim of the work will be to achieve public engagement on a range of activities to reduce carbon emissions in North Oxford – including an ambitious home energy project and a series of investigations of how to improve active travel in our area.

The full range of activities we need help with is listed below. Our co-ordinator Julia Patrick covers most of these, but her availability is currently reduced because of other temporary commitments. Our hope is that a new contractor can step in and provide flexible support, liaising with Julia and reporting to our chair Rebecca Nestor. Within the 2-3 hours a week for which we currently have funding, the initial focus will be the Community Engagement activities, highlighted in bold; there is also likely to be scope to contribute to other areas depending on interests and funding. We currently have a budget of approximately £1,000 for the period January to April., and we are embarking on a fund-raising strategy which may increase the funding available.

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; research, compile and synthesise third party information and resources as appropriate.
4. Develop and support our approach to the media, creating press releases and handling media events

Stakeholder engagement, partnerships and influencing:

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. Coordinate responses to local and national consultations on low carbon and environmental issues, as relevant
8. Attend regular trustee meetings (these are typically once a month)

Community Engagement:

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

Project management:

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

Fund raising:

14. Support for the fundraising strategy, especially reporting to donors as required

Strategy and evaluation:

15. Contribute to the review and development of LCON's strategy and activities, as appropriate.
16. Develop and implement an evaluation framework to assess LCON's impact and enable reflection and learning, to inform and improve future priorities and activities.
17. Coordinate completion of the annual return to the Communities Action Group network

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 work will be undertaken on a contractor basis, with payment based on invoices supported by timesheets. The exact details are subject to negotiation.

Equality and climate justice

LCON believes that everyone should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, to receive services and to participate in society. We believe that in the context of climate change this means working towards a transition to a low-carbon society that is fair as well as fast. Our [policy on equality and climate justice](#) sets out our principles and intentions in more detail.

Next steps

For an informal chat about the opportunity, please contact Rebecca Nestor on chair@lcon.org.uk. To apply, please send a proposal, including your expected fees and addressing the desirable skills and experience, to chair@lcon.org.uk. The closing date for applications is 24 December 2021 and interviews will be held in the week commencing 10 January 2022. Please indicate your availability in that week and when you would expect to start work if appointed.