

LOW CARBON OXFORD NORTH: HOUSEWARMING CO-ORDINATOR

An opportunity to bring your community organiser skills to help an active low-carbon group take a successful project to the next stage

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 all live in the area and between them have significant expertise and experience of climate solutions, community work and behaviour change. We think we are known as a trustworthy, independent group that provides good clear information on how people can reduce their carbon impact.

In 2022 we launched our [Housewarming](#) programme. Housewarming aims to help homeowners prepare their homes to meet net zero targets, phase out fossil fuels and cut down energy use. It brings homeowners together, in a supportive environment, to help navigate the overwhelming amount of information and build greater understanding of the options available. At the heart of the Housewarming programme are the six Guides, written by an expert in low-energy homes; and the monthly support meetings, which we call Housewarmings.

The Opportunity

This is an opportunity for a talented freelance community/events organiser to work the equivalent of one day a week to help us take Housewarming to the next level. The opportunity is available from the end of January to 30 September 2023 in the first instance.

Working as an independent contractor accountable to the trustee board through the chair, the organiser will focus on supporting the Housewarming programme and expanding its reach significantly. We want to at least double the sign-ups to our Housewarming group, a peer network of people embarking on the eco-renovation journey with the support of the guides; and achieve 5,000 downloads of the free guides and 500 purchases of the printed sets over the coming year. We also want to evaluate the project in a manageable but useful way. We hope you will bring your own ideas to this work but how we see it is as follows:

- Publicising Housewarming through our website, social media platforms and the local press, but also very actively through personal, community and professional networks
- Organising, attending and following up the monthly Housewarmings (meetings of the Housewarming group). Trustees will lead the meetings but we would value your help in designing and planning each one and on creating presentation materials
- Moderating the Housewarming WhatsApp group so that it feels valuable and supportive to participants

- Advising the LCON Housewarming team on materials to acquire in support of the meetings
- Collecting data to support monitoring and evaluation of Housewarming
- Keeping up to date with developments in home energy e.g. national and local government support, accreditation
- Ensuring the best possible information is provided to participants and protecting LCON's standing and reputation
- As time permits, supporting trustees in their work developing Housewarming further

Selection criteria

This could be an opportunity for someone with organising and events management skills to move into climate work. We are looking for someone who lives in or near Oxford, who has a warm, confident and engaging style and is also organised and reliable. Ideally you will also have:

1. An understanding of how to engage the public around climate change
2. The ability to approach and build relationships with local groups for mutual benefit
3. Experience of working successfully with others to organise and evaluate a programme of activities
4. Ability to write clear and correct copy for communications materials
5. Some knowledge of home energy and/or eco-renovation or the ability to learn fast
6. Confidence with events planning technology and tools such as Eventbrite

Basis of contract

The work will be undertaken on a contractor basis, with payment based on invoices supported by timesheets. Working can be mostly remote, with some meetings in person in north Oxford. Ideally we would like the organiser to spread their hours over several days of the week, and be available in person on the second Tuesday evening of each month to attend Housewarmings. The exact details of hours and any travelling required are subject to negotiation. We have a total budget of £4,500.

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.

To apply

Please send a CV and covering letter, systematically addressing the selection criteria, to [Rebecca Nestor](#), chair of LCON, by 5 pm on Friday 30 December 2022. Please include the details of two referees and a financial proposal for the number and spread of hours you think are reasonable and achievable for you, given the total budget available. Interviews will be held in the week commencing 16 January 2023. Candidates are welcome to attend the January Housewarming on 10 January: please say in your covering letter if you would like to do this.