

LOW CARBON OXFORD NORTH: PROJECT OFFICER

An opportunity to support residents in trying out sustainable travel for everyday journeys

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 seven trustees and a coordinator, 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.

The Oxford Car-Free Challenge is an exciting new project, run in partnership with the national climate charity Possible, with evaluation by Cardiff University's Centre for Climate Change and Social Transformations. Funding for the project has come from the Foundation for Integrated Transport and the generous contributions of local supporters who responded to our funding appeal. The Challenge is based on a successful initiative run by Possible in other UK cities in 2022.

The project will support a group of 12 individuals from across the city to take a break from their car for a short period, as an experiment for them in what it is like to use other ways of travelling. Through this we aim to demonstrate the viability of sustainable travel while clarifying what types of support residents need to make the shift. The project will produce realistic, diverse and inclusive case studies which a wide range of people can relate to, and generate publicity around these. It will obtain participants' reflections on their experiences in the context of the Central Oxfordshire Travel Plan. More information on the project is available [here](#):

The Opportunity

This is an opportunity for a talented freelance Project Officer with strong community engagement skills and a good understanding of the practicalities of sustainable travel, to help us establish and run this innovative new initiative.

Working as an independent contractor with oversight from one of LCON's trustees, your role will focus particularly on supporting participants in the Challenge. Possible is leading on the delivery of the project and you will work in close cooperation with Possible's Project Manager.

The time allocated to the project for the LCON Project Officer is 28 days, with these hours to be distributed across the life of the project, from November 2023 to July 2024. The Challenge itself is expected to run in February/March 2024 and this will be the most intense phase of the work. The day rate for the Project Officer is £220. The Project Officer time may be extended further as funds become available.

Payment will be based on invoices supported by timesheets, in accordance with the project workplan. LCON does not have an office and work will be home-based, with some in-person meetings including some meetings with participants.

Your role will involve:

- Working with Possible to recruit participants to the project, including liaising with local groups to promote the opportunity on social media
- In cooperation with Possible, working with local transport providers to secure discounts and incentives that support public transport use and active travel
- Supporting project participants with travel advice, travel offers and encouragement, throughout the month of the Challenge, through text/phone support, individual face-to-face meetings and a group meeting
- With guidance from Possible, carrying out data entry and data cleaning to accurately digitise participant travel logs
- In the second phase of the project, taking forward a strategy to encourage more Oxford residents in using sustainable travel – for example, convening and running community events for the purpose of peer network building
- Representing LCON and the Oxford Car-Free Challenge project locally – for example, by making presentations about the project at local fora or responding to local media enquiries as required by LCON
- Acting at all times with sensitivity and care to protect the reputation of LCON and the project
- Liaising with all project partners to ensure the smooth running of the project, including facilitating its evaluation by Cardiff University's Centre for Climate Change and Social Transformations
- Collating information to assist in reporting to funders
- Taking part in an internal review of the project, led by Possible.

Person specification

We are looking for a Project Officer who:

- Is positive and supportive and good at building relationships at several levels – with individual participants, with the project partners and with transport providers.
- Has a good understanding of sustainable travel and is ready to get to grips with the practicalities of sustainable journeys in Oxford and to assist participants in identifying the best transport solutions for them.
- Is well organised and efficient, good at planning, record-keeping and working to deadline.

- Is a self-starter, able to work on their own initiative (though with guidance and management oversight).
- Has strong verbal and written communication skills.
- Is able to think strategically about the effects of the project and to help in designing a process for reaching more people in its second phase.
- Has experience in community engagement – for example, in planning and leading community-based meetings or workshops.
- Is confident in responding to public or media enquiries and does so with diplomacy and sensitivity.
- Is committed to LCON's wider aims and those of this project.

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, explaining how your skills and experience meet the requirements of our person specification, to [Rebecca Nestor](#), chair of LCON, by end of **25th October 2023**. Please include the details of two referees. Interviews will be held on 2 November, 2023.