

## Low Carbon Oxford North: Part-time Administrator

### **An opportunity to bring your organising skills to help a busy climate action group grow and thrive**

**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 nine trustees, a Projects and Comms Coordinator and a Housewarming 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 Opportunity**

We are looking for an enthusiastic freelance Administrator to join the team for a one year project to consolidate, streamline and future-proof LCON's administrative and communications systems. There is a possibility of extension after one year.

Working as an independent contractor with oversight from one of LCON's trustees, the role will serve two main purposes:

- (1) To assist LCON's Chair and Secretary in carrying out their functions, including the organisation of board meetings, the AGM and other events, and taking minutes.
- (2) To review, refresh and manage LCON's administrative and communications systems and create instructions and guidance to enable trustees to use these effectively.

In addition, you will at times work with, and provide cover for, the Projects and Comms Coordinator who works only in term time. This is likely to include occasional website updates, mailings and social media posts.

The one-year contract will be for 19 days (or around 12 hours a month) at £150 a day. There will be some flexibility in how these hours are allocated over the year, with some functions required more regularly (eg Board meetings) and others that could be carried out in more concentrated periods of work.

The contract may be extended further depending on LCON's requirements and availability of funds.

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

## Skills and experience required

We are looking for an Administrator who:

- Is enthusiastic, reliable and interested in the climate agenda, with strong organisational and communication skills.
- Has successful experience of using Google Drive, Mailchimp, Wordpress and web domain management.
- Is able to communicate and explain technical processes in language that enables people to use them.
- Is a self-starter, able to work on their own initiative (though with guidance and management oversight).

## 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 our Coordinator Julia at [julia.patrick@lcon.org.uk](mailto:julia.patrick@lcon.org.uk) by the end of **26 November 2023**. Please include the details of two referees. Interviews are likely to be held the week of 4 December.