

Low Carbon Oxford North: Part-time communications & marketing coordinator (freelance)

An opportunity to bring your communication skills to help a busy climate action group grow and thrive

Low Carbon Oxford North (LCON) is an established and award-winning local charity, set up to support ambitious CO2 cuts and a healthier, greener environment, in north Oxford and beyond. We work with our community to take local action, offering practical ideas, information and activities. We also collaborate with other groups and engage with our city and county councils, to influence climate and environmental action across Oxford. We believe we are part of a wider community of people who, together, can make a difference.

We have seven trustees, an Operations 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 with a strong reputation and profile within our community and with partners.

The Opportunity

We are looking for an enthusiastic freelance Communications and Marketing Coordinator to join the team, to communicate with our partners and local residents, raise the visibility of LCON, reach new audiences and gain more supporters.

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

- (1) Consistent and regular **maintenance of website, newsletter, social media** for both LCON as a whole, and LCON's projects using a content strategy to support LCON's brand.
- (2) **Contribute to LCON campaigns and public events** by creating leaflets/posters and mailings, collaborating with partner organisations, making use of nominations for awards, and generating media coverage, e.g. through press releases.
- (3) **Support current and new projects**, prioritising those that are very much in the 'comms' sphere, e.g. Oxford Travel Options website.
- (4) **Organise and input to strategy meetings** in order to support trustees in their review and development of LCON's goals and priorities.
- (5) **Monitor and evaluate project activities and communications data** by producing reports for trustees, completing the Community Action Groups Oxfordshire annual return, and contributing to the LCON annual report.

(6) **Maintain LCON's influence locally** by organising and supporting meetings with local partners, and coordinating responses to public consultations.

In addition, you will at times work with and provide cover for the Operations Coordinator. This is likely to include some shared inbox management, collaboration on online documents, and some operational meetings (in-person or online).

The contract will be for 1 day a week at £150 a day. There will be some flexibility in how these hours are allocated over the year, with some functions required more regularly (e.g. fielding email enquiries) and others that could be carried out in more concentrated periods of work.

The contract is initially for one year but 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 a Communications and Marketing Coordinator who:

- is enthusiastic and interested in the climate agenda;
- has strong organisational and written and verbal communication skills;
- has experience with social media platforms e.g. instagram, facebook, and bluesky;
- has successful experience of using Google Drive, Google forms, Google sheets/ Excel, Mailchimp, Wordpress and web domain management (or similar) and is comfortable with technology and able to handle initial troubleshooting;
- is a self-starter, able to work on their own initiative (though with guidance and management oversight);
- is able to respond to LCON's requirements flexibly, for example attending evening board meetings from time to time.

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 info@lcon.org.uk by the end of Wed 30th September. Please include the details of two referees. Interviews are likely to be held during the weeks of 5th and 12th October.