

**Low Carbon West Oxford (LCWO)**

**Job Description**

**Job title**  Communications and Project Coordinator

**Hours**  Spread of hours to be determined with flexibility to meet LCWO's operational needs and the candidates personal circumstances and to average 10 hours per week over each three month period

**Managed by** Designated member of the Coordinating Committee

**Accountable to** Chair of Trustees

**Salary**  From £13.00 per hour, depending on experience

**Location** Post holder’s own home or office and in a location that enables them to undertake relevant activities in West Oxford

**Probation period** Six months

**Description of role**

To deliver clear and frequent communications, in a variety of media, on LCWO’s activities and concerns. To coordinate volunteers, who may include LCWO Trustees and members of the Coordinating Committee and any external resources, on project delivery.

**Communications**

* Write and disseminate communication and publicity materials for the community and other stakeholders including newsletters, website, social media, press releases.
* Respond to press enquiries.
* Engage with West Oxford residents and organisations.
* Build and maintain relationships with organisations working in the net-zero sector in Oxfordshire.

**Project coordination**

* Assist LCWO project leads with planning and delivery of projects. To include preparation of project proposals, project administration and reporting.

**Volunteer coordination**

* Engage, recruit and coordinate volunteers to assist in the implementation of LCWO activities.

**Fundraising**

* Identify and, where agreed, draft grant applications that support LCWO’s aims and strategic plan.

**General administration/governance and finance**

* Maintain the database, supporter email mailing lists and record management; handle membership applications.
* Maintain and review ICT systems, including email systems and data management, including ensuring GDPR compliance in consultation with the Trustees.
* Work with its Chair to prepare Coordinating Committee agendas.
* Attend Coordinating Committee meetings, regular supervision sessions and other meetings as appropriate.
* Support the Trustees and Coordinating Committee to prepare and produce the annual report.
* Undertake any other appropriate tasks as required.

Final June 2024