

**LOW CARBON WEST OXFORD**

**Selection criteria**

**Communications and Project Co-Ordinator**

**Essential**

We are looking for a dynamic person who has the confidence and creativity to lead LCWO’s communications and to coordinate our carbon-reducing projects. The successful candidate will demonstrate the following skills and experience:

* Commitment to community-based action to address the climate emergency
* Ability to write effective communications for a range of media
* Ability to reach out for and work with volunteers
* Ability to work and communicate with a range of people and organisations
* ICT skills
* Sound administrative skills
* Commitment to diversity and equality issues

**Desirable**

* Experience of coordinating volunteers
* Experience of successful fundraising
* Experience of facilitating meetings/workshops
* Understanding of voluntary sector
* Resident in or near West Oxford

Final June 2024