**OCLT Co-ordinator**

**Terms:**

**Contract:** Offered on freelance basis

**Length:** 6 months (with possibility to extend further for suitable candidate) with an expectation of an average 3 days per week to be worked flexibly by negotiation including some evening work (Board and sub-committee meetings and relevant events)

**Fees:** £150-180 day rate subject to relevant experience. (7.5 hours per day). Fees to be paid on a monthly basis on submission of invoice.

**Location:** Remote working, with some face to face meetings. Ideally the candidate should be living in Oxfordshire to be able to support OCLT’s needs and values.

**About us:** OCLT’s vision is to acquire and manage land, removing it permanently from the market, for community use in Oxfordshire – creating affordable and sustainable space for housing, work, food production and leisure. OCLT is at an exciting stage of development as we have just completed the construction of [Crofts Court](https://www.oclt.org.uk/projects/crofts-court/), our first development of 8 low carbon homes for affordable rent in Cumnor Parish, west of Oxford. And our first tenants have just moved in!

**Scope:** To provide specific Project Management and administrative services to the OCLT board of directors. This includes but is not exclusive to the following: monitor and coordinate our rental properties including Crofts Court and its Tenant Management Cooperative and any other properties we take on in the immediate future; co-ordinate and support OCLT’s Development activities, including support identification and initial appraisal of opportunities; fundraise towards core and future project funds; manage and expand our member base which has recently doubled; recruit and support volunteers; Communications (including website and Mailchimp, and social media;) and provide administrative services to the Board of Directors.

**Work Specification:**

**1. Set up systems and processes to manage OCLT’s property portfolio :**

* Work with Crofts Court Coop to ensure they are supported and developing as needed
* Work with Soha to ensure the Management Agreement is working effectively and enables the effective and timely transition of management tasks to the Coop.
* Set up systems to reduce and as far as possible remove the risk of voids in any of OCLT’s properties
* Provide reports to OCLT Board, ensuring the Board is kept up to date and that all related decision making is accurately logged
* Monitor requirements of the Regulator of Social Housing and ensure that OCLT (or Soha on OCLT’s behalf) complies with these.

**2.**  **New projects**

* **Support Board in progressing pipeline and new projects:** this may include finding suitably qualified people to do specialist work on such proposals
* Keep a watching brief for any **new development opportunities** with new and existing stakeholders and support OCLT in its acquisition discussions
* co-ordinate and support OCLT’s Development activities, including initial assessment of opportunities

**3. Set up fundraising systems and secure funding for OCLT’s key priorities::**

* Work with the Board to agree funding priorities
* Research and develop and monitor appropriate funding opportunities for OCLT
* Develop processes to encourage regular donations of property and money, including legacies
* Set up a system for funding applications and set up and deliver plan to secure such funds. Make full use of volunteer time to ensure OCLT makes the most of these opportunities.
* Secure further funding for OCLT priorities
* Work (with volunteers including the Board) to secure regular funding for OCLT’s priorities using Donorfy
* Ensure monitoring processes in place as required by funders
* Set up system to acknowledge and publicise receipt of funds

**4. Further grow and develop membership to be more active in the pursuit of OCLT’s stated objectives :**

OCLT is owned and run by its members. The membership has doubled in 2023.

* Manage membership applications, report to Board on regular basis.
* Ensure membership lists are accurate and we are compliant with all the requirements of our Rules
* Set up system to further grow and develop membership
* Plan and run the AGM in September 2023
* Set up systems to encourage volunteers to become members and members to become volunteers and activists

**5. Administration and Communications**

* Oversee the design and implementation of OCLT’s new website by end of 2023
* Work with our Social Media consultant to ensure up to date communication with stakeholders, including members and funders, by circulating newsletters using Mailchimp, managing OCLT social media consultant.
  + Produce press releases when required
  + Provide administrative support for any events.
* Attend Board and Senior Management meetings, take minutes and prepare agendas.
* Contribute to reports to the Board on above activities as required.

**Person Specification**

* A well organised, efficient self-starter with the ability to work proactively, to plan own work and meet deadlines (essential)
* Project management experience (essential)
* Able to learn and work with spreadsheets, databases / CRMs, google docs, (essential)
* Good oral and written communication skills and able to engage with a wide range of people (essential)
* Experience of housing management and/or housing development (desirable)
* Experience of monitoring and evaluation (desirable)
* Knowledge of Oxfordshire & local networks (desirable)
* Living in Oxfordshire (desirable)