**OCLT Co-ordinator**

Join us and help build a community-led model of affordable housing in the city and beyond. You will be at the centre of growing our membership and developing the organisation. You will work primarily with the Board to make this happen, but will also engage with local stakeholders.

You will be responsible for internal communications and ensuring the OCLT Board is functioning effectively. This will require you to be confident in initiating, coordinating and implementing appropriate procedures and take responsibility for specific projects and tasks.

At first the focus of the work will be administrative. However, by working efficiently and getting on top of this, the role will develop into a more outward facing, entrepreneurial one - you will engage in community organising, build partnerships and immerse yourself in the dynamic local arena of community-led housing.

We’re looking for someone with talent and energy to take on this role. You will need an efficient work ethic to get things done and manage the day to day running of the organisation. Alongside this you will be innovative and use your initiative to identify challenges and act upon opportunities for the organisation. Having a pioneering spirit would be an advantage.

We welcome applicants from all backgrounds - experience in community-led housing is not necessary.

**Headline details**

* Office Location: Makespace Oxford
* Term: One year initially with an intention for this to become a permanent role
* Salary: £25,000 pro rata (3 day per week / 0.6FTE)
* Closing Date: 6 pm 25th March 2020
* Interview: March 31st, April 1st at Makespace Oxford
* Start date: By agreement

**About OCLT**

Oxfordshire Community Land Trust (OCLT) is about to go on site in Botley (Oxford) with its first build project for 8 permanently affordable flats for local people in housing need. There are other projects in the pipeline and the Board is working to eventually create a portfolio of community-led and owned land and housing projects. Visit our website for more info: <https://www.oclt.org.uk/>

**Practicalities**

This role is part-time (3 days a week) and timings are negotiable with the board. The employee must be able to attend evening Board Meetings which are held on a monthly-basis on the third Monday from 6-9pm.

OCLT has a hot desk at [Makespace Oxford](http://makespaceoxford.org/) and this would be the expected work base for most of the time. You would be working initially with OCLT Board Members to bed in and develop your role. You will be reporting to the Chair and working closely with the Senior Management Team.

Find out more about Community led Housing [here](https://www.communityledhomes.org.uk). If you have any questions about the application process please [contact us](https://www.oclt.org.uk/contact/) and we would be happy to arrange a phone conversation.

How to apply

**Download the application form by clicking the below button. Return to us either by email or post using the details at the bottom of the application form (p2).**

[**APPLICATION FORM**](about:blank)

**Job Description**

**Purpose**

* To develop, support and energise OCLT by ensuring in the first place that the organisation is effectively managed
* To think ahead and identify opportunities and challenges for future development, engaging with stakeholders to initiate change.
* To facilitate communications within and between the Board and with external stakeholders including the membership.
* To efficiently run the day-to-day management of the organisation, including the accounts and the Google Drive.

**Duties**

**Internal Communications and administration (the list is not exhaustive)**

* Work with the Chair and Secretary to prepare for and effectively manage Board Meetings
* Managing OCLTs internal networking platform (Loomio)
* Utilize computer systems to run file-storage, pay bills etc.
* Work with the Treasurer and the Finance and Development Committee to support and develop its role and its work

**Membership Development (this list is not exhaustive)**

* Membership development in association with the Board
* Identification of funding opportunities for membership, community development and CLT sustainability.
* Managing external communications including social media, the website and e-newsletters
* Work towards full membership engagement and retention
* Engage with key stakeholders in community led housing

The employee may be required to undertake other tasks and responsibilities as directed by OCLT’s Board as are consistent with the nature of the job described above.

**Person Spec**

The applicant must:

* Be organised, efficient, and have the ability to plan, prioritise and meet deadlines
* Be flexible to work with changing demands and priorities
* Be innovative and have the initiative to help solve problems and develop the organisation.
* Be able to work in a team (with the Board and others working in the rapidly developing community led housing arena).
* Have good oral and written communication skills.
* Have a basic knowledge of Excel (desirable but not essential).