

Oxford Activist Resource Centre (OARC)

Role: OARC Coordinator

Salary: £10 per hour (including holiday pay)

Hours: 7.5 hours per week

Contract: Freelance (6 months fixed term with potential of extension)

Job description:

Frequency of responsibilities is indicated by: R = regular tasks O = occasional tasks

1. Administration including:

- Managing user booking system, key holder scheme and use of space (R)
- Creating and managing a system for cataloguing and booking resources (R)
- Fund-raising and managing donations/membership payments (R)
- Managing petty cash float and supporting the Treasurer with the accounts (R)
- Maintaining the website (R)

2. Promotion of OARC and user engagement including:

- Liaising with user groups and giving updates on the space (R)
- Administrating the user group mailing list and subscribing new groups (R)
- Coordinating publicity of the space online and in print (R)
- Approaching potential new user groups and recruiting new members (O)
- Inducting new groups to the space and ensuring that user groups know how to use the space and resources (O)
- Activist support including organising networking or social events for user groups or linking up user groups or activities (O)

3. Coordination of physical maintenance and improvements to the space including:

- Cleaning and tidying the space as needed and facilitating users to keep it tidy (R)
- Facilitating tidy-up days and refurbishments of the space and resources (O)
- Assessing and reorganising the resources (O)
- Managing new resource donations and sourcing new resources and materials for refurbishments where needed (O)

Person Specification:

E = Essential specification D = Desirable specification

- A commitment to mutual aid, practical solidarity, radical non-hierarchical organising and activism to achieve a just, sustainable, diverse and humane world. (E)
- Understanding of co-operative values and principles (E)
- Good IT skills including using word processing and excel (E)
- Experience of promotions work including online and print publicity (E)
- Experience of managing booking systems (E)
- Ability to approach and communicate well with people (E)
- Experience of managing petty cash and doing accounts (E)
- Well organised with good time-management skills (E)
- Knowledge of activist/community scene in Oxford (D)
- Knowledge of website CMS (D)