

CAG Oxfordshire - Communications coordinator recruitment pack



Job title	Communications Coordinator
Job purpose	To coordinate CAG Oxfordshire's communications, building the profile of the Network and individual community action groups, and engaging a wide range of people in community-led social change.
Office Location	Makespace Oxford
Reports to	Lead Coordinator
Hours	Between 2 and 3 days (15 - 22.5 hours) per week, depending on the candidates' desired working hours in the role and fit with organisational needs
Salary	£27,000 pro rata (e.g. £10,800 for 2 days per week, £16,200 for 3 days per week).
Contract duration	Fixed term 1 year from start date, with possible extension if further funding is secured
Holidays	25 days per year plus bank holidays, pro rata for hours worked
Pension	Statutory (3%) employer contribution to Nest
Probation period	3 months
Start date	ASAP from mid-March 2020

Closing date: 9am Monday 2nd March 2020

Interview dates: 9am - 8pm on 12th March at Makespace Oxford

About CAG Oxfordshire

CAG Oxfordshire is an organisation which exists to benefit the wider community by supporting the network of over 70 [Community Action Groups](#) (CAGs) in Oxfordshire. CAGs are community groups and not-for-profit businesses that are improving our communities and taking practical action on environmental issues - especially climate change. The CAGs are the members of our organisation, set up as a co-operative Community Benefit Society.

The CAG Oxfordshire Network's vision is **an Oxfordshire with resilient and empowered communities, working together so that people and planet can thrive within ecological limits**. For years, CAGs have been at the forefront of community-led climate action, organising events and projects to take action on issues including waste, transport, food, energy, biodiversity and social justice.

As an organisation CAG Oxfordshire aims to support and facilitate the development of a strong, well-connected CAG network. We work together with a bunch of great partners and collaborators to get stuff done. You can find out a bit more about what we do on our website <https://cagoxfordshire.org.uk/about/>

As a co-operative, we also subscribe to this [Statement on the Cooperative Identity – the Values and Principles](#). We are members of [Locality](#) and [Co-ops UK](#).

Background to the role

You'll get to work at the heart of a dynamic community-led organisation, alongside groups taking grassroots climate action and tackling social and environmental issues. You will be in touch with our vibrant network of groups across the county, supporting them to share stories of community-led change and engage people in climate action.

We're in an exciting new phase with a new democratic, co-operative legal structure, and a new two year contract with Oxfordshire County Council to provide support to the CAG Network.

CAG Oxfordshire is a small organisation, you'll be the fourth staff member on our team. We aim to share our work fairly, and aim for people to have a large amount of autonomy in their roles - meaning as much as possible that the people doing the work decide how it's done. Currently we have one Lead Coordinator who line manages the other members of staff, and is a staff representative member of the board.

Staff benefits

- Pro rata share of 5 weeks' holiday plus bank holidays.
- Working out of our office at Makespace Oxford, a friendly, sociable office space in North Oxford. We currently share our office space with Solidarity Economy Association. Please note our office does not have step-free access, though we're open to discussing accessibility with candidates to understand and accommodate any needs.
- Flexible working arrangements possible by agreement with Lead Co-ordinator.
- Training and development opportunities - including a small dedicated training budget for each member of staff.
- Statutory (3%) employer contribution to Nest pension.

The role

The purpose of the role is to coordinate CAG Oxfordshire's communications, building the profile of the Network and individual community action groups, and engaging a wide range of people in community-led social change. The role will increase the impact of the community action groups in our network and build the sustainability of our network as a whole.

Reporting to the Lead Coordinator and working closely with all CAG Oxfordshire staff you will lead on delivery of goal 5 [our current strategy](#):

To communicate that a more sustainable and just future is possible, focusing on the activities of Community Action Groups and the network.

The role will also contribute to other areas of CAG Oxfordshire's work, including supporting training and education and direct group support.

Key duties

Publicity and communications:

- Managing and developing the CAG Oxfordshire social media channels.
- Producing and distributing 'The Key', a fortnightly newsletter encompassing news, events, funding and jobs from Oxfordshire's sustainability network.
- Producing and distributing a fortnightly bulletin for CAGs in Oxfordshire – including contributions from the groups themselves and the wider Oxfordshire community networks.
- Ensuring that the website is up to date and working at all times (currently a Wordpress site).
- Maintaining a CAG media monitoring document to keep track of CAG activities and publicise relevant activity to local, regional and national media where relevant.
- Writing press releases and responding to media queries as required.
- Attending CAG meetings, public meetings and any other relevant events as appropriate.

Supporting the Community Action Groups by:

- Providing CAGs with support in developing the practical communications skills needed to run their groups and projects well.
- Attending CAG events and occasional planning meetings (including evenings and weekends where required).
- Disseminating information on relevant issues to the CAG network.
- Responding to enquiries about the CAG Project and general sustainability issues.
- Assisting CAGs with effective publicity for their events, including writing press releases.
- Creation and dissemination of guides and resources to support CAGs.

Supporting the development CAG Oxfordshire by:

- Working with the team on organising visits, training events and whole network days, sharing responsibility with Network Support Coordinators.
- Developing and implementing project plans for events & training, in consultation with the Network Support Coordinators.
- Developing exciting ways of engaging new and existing CAGs.

General activity and organisational management:

- Keeping the Lead Coordinator informed of current work activities through regular meetings.
- Attending weekly check-in sessions and other team meetings as required.
- Responding to quick queries from groups by phone and email.
- Contributing to strategic thinking and planning, including new funding proposals.
- Carrying out a share of administrative tasks in the team.
- Attending board meetings (as needed) to report on progress and add to the discussions.
- Contributing to writing reports based on our work on contracts and grants.
- The employee may be required to undertake other tasks and responsibilities as directed by the Lead Coordinator as are consistent with the nature of the job described above.

Person specification

Background:

We expect the applicant to meet most of the essentials listed here, and some of the desirable. Nobody meets everything! We have no specific education requirements, and experience can be in a paid or unpaid context.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview performance.

Due to the ridiculous and oppressive border restrictions in the UK, CAG Oxfordshire is unfortunately unable to arrange work permits for applicants without UK residency.

CAG Oxfordshire Values:

We have a set of ‘things we value’ as the CAG Oxfordshire staff team and across the CAG network. These guide our work as a staff team, and ensure that we act in alignment with the wider values and priorities of the network.

- *Building relationships and supporting each other*
- *Demonstrating practical change*
- *Being community-led*
- *Being proactively inclusive and valuing diversity*
- *Prioritising equality and social justice*
- *Experimenting, learning and working imaginatively*
- *Looking after our own wellbeing, and that of others*

- *Being part of wider movements for change*
- *Respecting the natural environment*

Criteria:

We're looking for an enthusiastic, constructive and self-motivated person who is an excellent communicator both in person and over the phone or email.

Essential

Experience managing impactful (group/organisation) social media accounts

Experience writing and distributing engaging newsletters and/or website copy (e.g. blog posts)

Experience with CMS and web management systems such as Wordpress

Strong administrative & organisational skills

Experience with training or supporting others in delivering effective communications

Experience organising and running events, particularly training and/or networking

Commitment to CAG Oxfordshire values (see above)

Proven ability to work effectively without supervision

Proven ability to work collectively, as part of a team

Willing to work evenings and weekends where required

Desirable

Experience contributing to strategic and/or business planning

Experience writing reports to funders

Experience producing simple video content for social media

Working on climate action or related environmental issues

How to apply

Please apply [using this 2-part form](#).

Please email the completed form to Henry at henry@cagoxfordshire.org.uk

Closing date: 9am Monday 2nd March 2020

Interview dates: 9am - 8pm on 12th March at [Makespace Oxford](#)

Please see the final page of this document for some brief guidance on writing a great application form.

We will pay reasonable travel expenses for attending an interview - please discuss with us at the appropriate point.

We will request a sample of relevant work from candidates that are invited to the interview stage. You do NOT need to submit any work with your initial application. The interview process may also involve a short task testing skills relevant to this role.

Please remember that the successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview performance. Please be as clear as possible how you meet the criteria.

We encourage applications from women; black, Asian and minority ethnic people; people who identify as having a disability; people from the LGBT+ community; people from working class backgrounds.

Please let us know if you have any access requirements so we can make appropriate adjustments for you to attend an interview.

More information

We are very happy to have an informal conversation about the role to help make sure that it's the right fit. If you want to chat, please email: henry@cagoxfordshire.org.uk (you can ask us to phone you back!)

Some more information about the work we do, the CAG Network, and our staff team is available on our website: <https://cagoxfordshire.org.uk/>

Writing a great application form

We would like you to submit the best application possible, so we've put together this short guidance on how to write a great job application.

DO

- Read the application pack and any other documentation relating to the role before completing the application form
- Complete the form fully
- Check your spelling and grammar and ensure your application is clear, concise and easy to read
- Make sure all the information you submit is accurate

DO NOT

- Include information irrelevant to the role. Stay focussed on the criteria we are looking for

“Motivations” and “Supporting evidence” sections

These two sections are the most important sections of the application form. It is where you demonstrate that you are a good fit for the role.

Once we have your application, we will assess it against the essential and desirable criteria listed in the role profile. These are the skills, knowledge, experience and behaviours that are needed to carry out the job. You need to provide evidence by giving specific examples that you possess each of these. So make sure you explain what you did and why, and what the outcome was as a result of your actions.

You may find it useful to think of the following acronym: 'Context, Action, Result' = CAR

- C = context - briefly describe the situation
- A = action - state your role, what you did, why you did it and how you did it
- R = result - describe what the outcome was, and how this was evidenced

Make sure that the examples you give demonstrate your personal involvement. Where appropriate, use 'I', not 'we' so that we can understand what you were personally responsible for doing. 'We' often gives the impression that you did not personally undertake the duties, or that you were somehow involved but didn't really have ownership or responsibility for the situation.

This is your chance to show how well you fit the role. Be honest and don't exaggerate, but make the most of this section and show us how you meet the criteria.