

## CAG Oxfordshire - Lead Coordinator recruitment pack



<b>Job title</b>	Lead Coordinator
<b>Job purpose</b>	The purpose of the role is to coordinate the work of CAG Oxfordshire across the organisation. This includes managing the staff team and responsibility for ensuring the staff team work to assess, improve and deliver on the <a href="#">current strategy</a> in line with the organisation's values.
<b>Office Location</b>	Makespace Oxford, with flexibility for some home/remote working. Some travel for meetings and events across Oxfordshire will be required. <i>Due to COVID-19 most of our team are currently working from home.</i>
<b>Reports to</b>	The board
<b>Hours</b>	3 - 4 days (22.5 - 30 hours) per week, depending on candidates desired working hours and overall organisational needs.
<b>Salary</b>	£33,000 - £38,000 pro rata depending on experience
<b>Contract duration</b>	Permanent contract
<b>Holidays</b>	25 days per year plus bank holidays, pro rata for hours worked
<b>Pension</b>	Statutory (3%) employer contribution to <a href="#">Nest</a>
<b>Probation period</b>	3 months
<b>Start date</b>	Flexible from 1st November 2021 to early January 2022.

**Closing date: 9am Monday 20th September 2021**

**Interview dates: 23rd and 27th September** (NB we had previously said 23rd and 24th)

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.

## About CAG Oxfordshire

CAG Oxfordshire is an organisation which exists to benefit the wider community, primarily by supporting the network of over 90 [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 social and 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. Our work extends beyond climate change - and we know that to achieve our vision we must tackle inequality and other injustices of all kinds in our communities.

As a staff team dedicated to supporting grassroots action, we work together with a range 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 proud members of [Locality](#), [Co-ops UK](#), [Oxfordshire Community & Voluntary Action](#), and are Oxford Living Wage employers.

## Our finances

CAG Oxfordshire had an annual income last year of around £150,000. We have a contract with Oxfordshire County Council of around £100,000 per year to support the CAG Network groups, and this contract is reviewed every 2 years. Further funding of £50,000 was raised for individual projects in the last financial year. We anticipate this current year will have a similar income base to last year (£150,000), but with a significant increase on top of that as we lead a new partnership delivering the Owned by Oxford project (grant of approx £120,000 this financial year). Over the coming years we intend to grow the size of our operations by developing new income streams, including from grants and trading.

## What are we working on at the moment?

We've spent a lot of the last year-and-a-bit adapting to the challenges of the pandemic - both for our own organisation and for our network members. Alongside that we've also started a new major project to build a more democratic economy in Oxford; Owned by Oxford. Our work supporting our network members continues to grow; with more groups than ever and the formation of new peer-support groups for people working on similar issues. Our website is currently being completely re-built. Across the team we're working towards celebrating the 20th birthday of CAG Oxfordshire as a project in September 2021 when we're coordinating a collaborative art exhibition: [From The Ground Up: Stories of Climate Action](#).

The right person for this role will keep things working smoothly and help us grow sustainably as we look for new sources of income for our more ambitious plans to support community-led change. **A summary of our current strategy for our core work (2019-22) can be found [here](#).** Once in post, the Lead Coordinator will work with the staff and board team to refresh our strategy.

## Our team

You'll get to work at the heart of a dynamic community-led organisation, working with and for groups taking grassroots climate action and tackling social and environmental issues. We have an effective staff team of six people working part time, all bringing their different experiences, perspectives and considerable skills to our work. 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. The Lead Coordinator role line manages the other members of staff, and is a staff representative member of the board. A diagram of our current organisational structure is below.

We also have a highly committed and effective board of directors (who can also be called our trustees). Our board is made up of four elected representatives of CAGs, as well as a staff representative (the current Lead Coordinator) and two other co-opted members (Jamie and Pip). A short biography of our board members is available in [Annex 1](#) (page 8).



## Staff benefits

- Pro rata share of 5 weeks' holiday plus bank holidays.
- (when safe) Working out of our office at Makespace Oxford, a friendly, sociable office space in North Oxford. 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 (in terms of hours and working from home) - balancing the needs of the team with your needs.
- Training and development opportunities - including a small dedicated training budget for each member of staff.
- Statutory (3%) employer contribution to Nest pension.

## The Lead Coordinator role

**The purpose of the role is to coordinate the work of CAG Oxfordshire across the organisation. This includes managing the staff team and responsibility for ensuring the staff team work to assess, improve and deliver on the [current strategy](#) in line with the organisation's values.**

The role will support our team to work effectively in their own roles and collectively; keeping an eye on the bigger picture and looking ahead to ensure we can navigate an ever-changing world. The focus is on enabling and coordinating the team, rather than directing.

The Lead Coordinator will have a focus on developing new income streams and partnerships to enable us to maintain and grow our work. These will align with our priorities and enable us to better support our network members and wider community.

The role will maintain oversight of our core operational functions (e.g. fundraising and contracts, financial management, HR, compliance); working closely with the Operations Coordinator.

The role also includes working with the board to develop CAG Oxfordshire's work, strategy, business plan, fundraising policy and key partnerships.

The Lead Coordinator will report to the board, and will work closely with all CAG Oxfordshire staff. The way we work means there will be opportunities to contribute to other areas of CAG Oxfordshire's work depending on your interests and skills.

The role consists of 3 key aspects:

- Strategic business development and fundraising
- Managing and supporting the staff team
- Overseeing core operations and administration

## Strategic business development and fundraising: Key duties

- Leading the development of the CAG Oxfordshire strategy and business plan, including details of potential future revenue streams and resourcing solutions. This work includes board members.
- Preparing annual plans for the project and amending these during the course of the year.
- Making applications for funding
- Attracting new members to the CAG Oxfordshire Network and ensuring the needs of existing members are well met.
- Regularly reviewing our plans and progress against key targets with the rest of the staff team.
- Leading the relationship with Oxfordshire County Council (OCC), including OCC contract management and overall responsibility for delivery on the CAG Network support contract.
- Coordinating partnership working and building of key relationships with partner organisations, e.g. Low Carbon Hub, Bioregional, Oxford City Council, Good Food Oxford, Makespace Oxford, etc.
- Taking responsibility for producing written reports, articles, and monitoring budgets.

## Staff team support: Key duties

- Line managing staff and supporting them to work effectively both individually and collectively.
  - Regular 1:1s with each staff team member, including supporting people to look after their physical and mental wellbeing.
- Ensuring reflection, feedback and learning across the team to improve our practice.
  - Coordination of staff team training and development (incl. staff training budget).
- Leading on facilitating the development of a healthy culture in the staff team, moving us towards effective self-management practices over time.
- Supporting the Replenish Coordinator with the coordination of the Replenish Project, including: developing work plans and reviewing key documents and reports.
- Developing and implementing key staff policies, with input from the team.

## Core operations and administration: Key duties

Oversight and support of the work undertaken by the **Operations Coordinator**, which is:

- Maintaining appropriate contracts, policies and procedures.
- Financial administration including: Bookkeeping, invoicing customers, processing staff and volunteer expenses, VAT returns, liaising with the accountant, ensuring payroll is accurate, supporting with preparation of annual accounts (working with the treasurer).

- Oversight of compliance with contractual obligations and other obligations to funding bodies.
- Oversight of timesheeting by staff team
- Coordination of holiday time across the team
- Leading on staff recruitment as required
- Supporting board members with board recruitment as required

### Additional work and roles:

- Contributing to the work of those in other roles as requested where capacity allows, e.g.: 1:1 support for CAGs, developing/running training, assisting with the production of resources/guides, facilitating meetings, etc.

## 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(s).**

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 in a role with overall responsibility for management of a project or organisation, including line management of staff.

Experience leading or facilitating strategic planning processes.

Experience of delivering, and reporting progress on, strategic objectives.

Strong financial literacy, including experience managing budgets and reporting on financial performance.

Experience of developing and delivering an effective fundraising strategy for a small charity or social enterprise.

Proven ability to communicate with and facilitate good working relationships between different stakeholders in a system.

Proven ability to build relationships with people from a broad range of backgrounds, and to plan work in ways which minimise the exclusion of people from marginalised groups.

Commitment to CAG Oxfordshire values (see above).

Willing to work occasional evenings and weekends where required.

## **Desirable**

Experience of working in or working to support community groups, social enterprises and/or co-operatives.

Experience of reporting to funders - both in writing and face to face.

Experience of working on climate action or related environmental issues.

Knowledge of, and relationships with, CAG Oxfordshire network groups and wider Oxfordshire civil society organisations.

Experience working in, with, or to influence a local authority.

## **How to apply**

**Please apply using the 2-part form you can download [at the bottom of this webpage](#).**

Please email the completed form to Henry at [henry@cagoxfordshire.org.uk](mailto:henry@cagoxfordshire.org.uk)

**Closing date:** 9am Monday 20th September 2021

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

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 shortlist based solely on the 'part 2' of the application form (i.e. without your name, address, referees, etc.)

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. We will pay reasonable travel expenses for attending an interview. The interview process may involve a short task to assess skills relevant to this role.

## 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 our Co-chair Jamie:

[jamiehartzell@gmail.com](mailto:jamiehartzell@gmail.com) (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/>**

## Annex 1: Our board:

*We have a highly committed and effective board of directors (who can also be called our trustees). As of August 2021 our board is made up of four elected representatives of CAGs, as well as a staff representative (the current Lead Coordinator, not described below) and two other co-opted members (Jamie and Pip). Our non-staff board members are:*

**Emma Gordon** is an administrator with a keen eye for detail, with both project and financial management experience. As manager she turned an idea for Bicester Green into a thriving business, and moved on to coordinate Makespace Oxford, forging this too into a successful enterprise. Emma combines her management and practical design skills with her desire to encourage self-reliance by focusing on projects that promote waste reduction and sustainable lifestyles. She is deeply embedded in the Oxfordshire community action scene - currently treasurer of CAG Oxfordshire, fundraising for the Orinoco Scrapstore, a member of Transition by Design, and participating in the Children's Allotment project, all of which are Community Action Groups.

**Jamie Hartzell** is one of the UK's leading social entrepreneurs. In 1998, he founded the Ethical Property Company PLC, which provides serviced office accommodation for social change organisations. He led the company for 13 years, taking it from one to 70 staff, owning and operating 20 centres in the UK, Belgium, and France, and bringing in over £15 million from 1,600 shareholders. He also founded the charity the Ethical Property Foundation. In 2011 he founded the social crowdfunding platform Ethex, which has raised over £50 million for social enterprises from 10,000 investors. Jamie has also been chair of

the leading Fairtrade chocolate company Divine, which is 44% owned by Kuapa Kokoo, an African cocoa farmers co-operative; chair of Spare Fruit, a start-up making deliciously nutritious air-dried crisps from fruit that would otherwise go to waste; and chair of Zaytoun, a company importing olive oil and other products from Palestine. He has also been a director of Hub Commercial Ventures, a restaurant in Oxford encouraging student engagement in social action, and of Tonic Housing, which aims to establish appropriate accommodation for elderly members of the LGBT community and of the campaign group Positive Money. He is currently co-chair of CAG Oxfordshire and chair of the Real Farming Trust and is campaigning on low traffic neighbourhoods and increasing tree cover in Oxfordshire.

**Nicola Schafer** is the co-founder and chair of Watlington Climate Action Group. Her first career was in product marketing and project management, and she now works as a photographer and filmmaker, with a particular emphasis on community and environmental subjects.

**Pip Wheaton** works for Ashoka. She currently leads the team finding Ashoka Fellows across Europe, and is part of a team deploying Ashoka's network for collective climate action. She has a wide range of experience in social innovation and entrepreneurship. Australian by birth, Pip spent nearly 7 years in South Africa. While there, she founded the award-winning South African youth development organisation, enke: Make Your Mark. The organisation recently celebrated its 11th birthday and is going from strength to strength since Pip left. She left South Africa for the UK to get an MBA at Said Business School. She has worked on innovative finance and entrepreneurial support ecosystems in Australia, UK and Africa. Pip is an Ashoka Fellow, and was a Skoll scholar in Oxford and a WEF Global Shaper in Johannesburg. She brings skills in social enterprise support and development to the board.

**Ruthi Brandt** started campaigning on conservation and environmental issues over 25 years ago, and has been continuing to do so - off and on - ever since (expanding into climate and environmental justice). Along the way she founded the now-defunct Oxford University Roots & Shoots society, worked for the indigenous-solidarity organisation UK Tar Sands Network and sat on the board of Green Course, the national student environmental organisation in her native Israel. She also spent four years as an Oxford city councillor. She is currently the chair of the management committee for the East Oxford Farmers and Community Market, and is a member of Low Carbon East Oxford - both are members of the CAG Network. She has several degrees in biology and behavioural ecology, and has recently completed an MSc in Sustainability and Adaptation Planning at the Centre for Alternative Technology, focusing on urban green spaces and urban nature.

**Philip Mousley** works as a research scientist on the Harwell campus at the Diamond Light Source synchrotron. In 2019 Phil was made secretary for the CAG member Sustainable Didcot, and in 2020 he became co-chair. Phil now oversees its community projects such as repair cafes, a community allotment, and incredible edible beds in town. Recently he led organising the solar streets project in Didcot, liaising with Didcot town council to obtain their support for the scheme.

## 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.