

## Communication and Projects Officer

### About us

Legacy Events was founded in 2016 as a sustainable events agency and consultancy. We organise corporate events, such as conferences, workshops and seminars. We also provide training and consultancy on sustainability to other event professionals. This role will support one of Legacy Events' clients, CoHSAT.

The Coalition for Healthy Streets and Active Travel (CoHSAT) is a group of voluntary and campaigning organisations working across Oxfordshire to create attractive, accessible and people-friendly streets. We are bringing about a transformation in how people travel around, reducing private car use and increase walking, cycling and public transport. We will do this by encouraging efficient, active, low carbon and sustainable travel, which will reduce traffic, air pollution and noise, and enable healthy and thriving communities. More details can be seen at <http://www.cohsat.org.uk>.

The 10 CoHSAT member organisations are: Low Carbon Oxford North, Low Carbon West Oxford, Pedal and Post, Oxford Friends of the Earth, Oxford Pedestrians Association, Oxford Civic Society, Cyclox, Rose Hill and Iffley Low Carbon, Oxfordshire Liveable Streets and Oxfordshire Cycling Network.



### What you will be doing:

We're looking for Communication and Projects Officer to help us grow CoHSAT, by leading our communication efforts and supporting projects

Your role will help us to nurture and grow the active travel community across Oxfordshire, by spreading the word and engaging with local people and businesses online to explain CoHSAT's mission. You will be:

- Looking after our website, social media channels (Twitter and Facebook) and our Slack group;
- Helping to set, plan and implement social media and communication campaigns and strategies;
- Keeping up to date on active travel stories, trends and consultations.
- Supporting our social media activities by gathering local photo and video content.
- Contributing to our projects, such as disseminating and analysing surveys, supporting events and publications.

## About you

We want to meet you if you are excited by sustainability and active travel and you like rallying people towards a cause. It would be great if you are, or you have:

### Essential

- Self-starting and highly organised, with the ability to work on more than one thing at a time
- A critical-thinker and problem-solver - you'll be able to work independently and think laterally to solve problems
- Calm and professional approach – you'll be able to communicate professionally and appropriately on behalf of CoHSAT
- Dynamic and determined, you have a track record of getting things done and are motivated by results
- Attention to detail. You care about producing high quality and accurate work
- Great interpersonal and communication skills
- Can ruthlessly focus and prioritise. In this role, you'll be wearing a lot of different hats and spending a lot of time speaking to people with different perspectives. This will generate a lot of ideas - you have to know how to prioritise ideas and get things done
- Local knowledge of Oxford and Oxfordshire
- Most importantly of all, you like working with people. You are enthusiastic, you have integrity and you have a genuine interest in making a positive impact on the world.

### Desirable

- Experience working within community initiatives
- Experience using social media in a professional capacity
- An interest in and/or understanding of and commitment to sustainable transport

### Eligibility

This role is part of the Government initiative known as the Kickstart scheme. There is some more information on the scheme at <https://www.reed.co.uk/career-advice/kickstart-scheme-what-you-need-to-know>. To qualify for this role, you must meet the following criteria:

- Aged 18 – 24 years old
- Be receiving Universal Credit
- Eligible to work in the UK

## **Benefits and Compensation**

**Wage:** This is a part-time, temporary role of 25 hours/week for 6 months . The compensation for this role is £8.20 per hour (minimum wage), in accordance with the Kickstart scheme.

**Flexibility:** This is a flexible, remote position. Your 25 hours can be flexible throughout the week. You will work remotely, but will be expected to join some in-person meetings/events within Oxford once safe to do so. There is also flexibility within the tasks for this role – there are different projects you could get more or less involved in depending on your interests. If you want to build a specific skillset, let us know and we can discuss whether that's possible within this role.

**Training and Support:** Throughout your time with us we will provide you with the following support:

- On the job training and coaching from Legacy Events and CoHSAT members
- 4 weeks of structured training with a Kickstart Gateway provider
- Practical experience that you could apply to various future career paths
- Feedback, support and coaching throughout your time with us
- CV advice and interview skills
- A professional reference

## **Application Process**

Please only get in touch if you meet the criteria (18-24 years old, currently receiving Universal Credit).

As this role is part of the Kickstart programme, to apply for this role you will need to submit an application via the Job Centre/DWP.

As a first step, please get in touch with us at [CoHSATOxon@gmail.com](mailto:CoHSATOxon@gmail.com) and tell us about yourself. Feel free to be informal and creative...tell us what's great about you, why this role appeals to you, and anything else you feel like sharing. It would be helpful if you can send a CV and mention any relevant experience. You can ask us any questions you may have about the role. We can then share details about how you can apply for this role via DWP/the Job Centre.

We are looking to fill this position ASAP so we will interview candidates on a rolling basis. If you are interested in this position, please get in touch with us ASAP, and no later than Monday, 19<sup>th</sup> April 2021.

Interviews will take place over Zoom and candidates will also be asked to complete a brief task related to the role, so we can get a sense of your abilities.

We are committed to equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other protected grounds. If you require any adjustments to participate in the interview or complete the task, please let us know.