



Oxfordshire
Community
Land Trust

Administration Assistant - Freelance

Oxfordshire Community Land Trust is looking for a part time Admin Assistant to provide specific administrative services to the OCLT team (directors and freelance consultants). Six months freelance in the first instance supporting the Board. See the full role specification below.

About Us



OCLT's vision is to acquire and manage land, removing it permanently from the market, for community use in Oxfordshire – creating affordable and sustainable space for housing, work, food production and leisure. OCLT is at an exciting stage of development as we have recently completed the construction of Crofts Court, our first development of 8 low carbon homes for affordable rent in Cumnor Parish, west of Oxford. Our first tenants moved in just 2 years ago. Last year we also acquired and let a property in East Oxford at an affordable rent.



Where and how you can work



The role is offered on a freelance remote basis with requirements to attend occasional meetings and / or events at venues in and around Oxfordshire, which may include evenings and weekends.

What you'd be doing in this role



Meetings (average 3h per week):

- Prepare and send out agendas in collaboration with day-to-day team
- Take minutes at Board and committee meetings
- Set up meetings on zoom and in person
- Book rooms

Communications (average 2h per week):

- Check general email account, triaging messages
- Help prepare and send regular Mailchimp newsletters
- Monitor the website for necessary updates and assist with content:
 - News articles
 - Project updates
 - When details about OCLT change

Membership management (average 1h per week):

- Monitor our membership, shareholder and donation management software, Donorfy, to provide updates to the board about our membership numbers and composition
- Import details of new members from Donorfy into Mailchimp
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Business management (in collaboration with the Board; average 4h per week):

- Fulfil the role of Company Secretary, supporting the Board to ensure implementation and compliance with regulatory, statutory and legal requirement
- Administer reviews and updates of governance documents: policies, handbooks, etc
- Organise timely statutory reporting (to the Regulator of Social Housing, Financial Conduct Authority, HMRC)
- Organise the submission of reports to funders on grant activities

- Organise director and volunteer inductions
- Help organise the Annual General Meeting
- Help organise events for members and the wider community
- File important documents appropriately on OCLT's Google Drive
- Regularly review what data OCLT should delete in order to comply with GDPR regulations
- Format documents in OCLT's house style
- Provide administrative support to the Treasurer in a range of financial processes as required

You'll be a good fit if



You are...

- A well organised, efficient self-starter with the ability to work proactively, to plan own work and meet deadlines (essential)
- Able to learn and work with spreadsheets, databases / CRMs, google docs (essential)
- Good oral and written communication skills (essential)
- Administrative experience (desirable)
- Living in Oxfordshire (essential)
- Living in or near Oxford (desirable)

Terms



Contract: Offered on a freelance basis.

Length: 6 months initially. It is hoped to extend further for a suitable candidate and subject to funding. **Hours:** An expectation of an average 14 hours per week to be spread evenly Monday to Friday by negotiation. Will include some evening work and occasional weekends (Board and committee meetings and relevant events).

Fees: £18-20 hourly rate subject to relevant experience. Fees to be paid on a monthly basis on submission of invoice.

Location: Remote working, with some face to face meetings. Ideally the candidate should be living in Oxford to be able to support OCLT's needs and values.

Reports to: OCLT Directors Alison Mathias and Fran Ryan .



What's in it for you?



Besides the warm satisfaction of contributing to a Community Benefit Society with charitable status, and playing a crucial part in offering affordable homes and community spaces for Oxfordshire residents, working with OCLT provides the chance to be your own boss on a freelance basis, ensuring a genuine work-life balance.

Other stuff to know



Visit our website oclt.org.uk to find out more about us.