



# Office Coordinator Job Description

<b>Job Title:</b>	Office Coordinator
<b>FT or % P/T:</b>	Part time (20 hours) permanent contract
<b>Principle location of work:</b>	Low Carbon Hub office, Oxford city centre
<b>Holiday entitlement:</b>	25 days plus bank holidays (FTE)
<b>Benefits:</b>	Salary sacrifice (including a generous cycle to work scheme), Health Care & Wellbeing Cash Plan. Flexible hybrid working where appropriate.
<b>Immediate line manager:</b>	Company Secretary
<b>Staff managed:</b>	None
<b>Closing date:</b>	Applications will be reviewed as they are received.
<b>Preferred start date:</b>	As soon as possible

## About Low Carbon Hub

Low Carbon Hub is a social enterprise that's out to prove we can meet our energy needs in a way that's good for people and good for the planet. We develop community-owned renewable energy in Oxfordshire and re-invest 100% of our surplus in our mission to create an energy system we can all feel good about.

We develop, deliver, and manage community-owned renewable energy projects. Our growing portfolio includes more than 55 renewable energy projects including rooftop solar arrays on schools and businesses across Oxfordshire, the largest community-owned hydro on the Thames, and the UK's largest community-owned ground mount solar park, Ray Valley Solar.

We work with partners, large and small, including community groups, local authorities, commercial businesses, and academics to demonstrate in practice how we can transform to a zero-carbon energy system. Our innovation work includes two programmes supporting energy efficiency for homes and businesses and Project LEO, one of the UK's most ambitious, wide-ranging, and innovative energy trials.

You can read more about us on our website: [www.lowcarbonhub.org](http://www.lowcarbonhub.org).

## Overall purpose of post

An opportunity has arisen to join the Low Carbon Hub at a very exciting point in our development, the Office Coordinator will have a new role to play in supporting the Exec Office function at the Low Carbon Hub. As part of a small team in a busy environment, we are looking for someone who can proactively get stuck in and be comfortable working flexibly to take on ad hoc tasks when they arise.

## Key Responsibilities

### Office

- Managing our Help-Desk inbox and directing communications appropriately.
- Answering and transferring calls using our Horizon telephone system.
- Facilitating meetings, including booking meeting spaces, organising refreshments/lunches and IT support as required.
- Maintaining office supplies, re-ordering as needed.

- Co-ordinating with our IT suppliers for such things as printing, scanning and software issues.
- Represent Low Carbon Hub at events, attend team meetings and our AGM.
- Updating and enforcing office policies using our external Croner resource.
- Providing cover for other members of the Exec Office team as and when necessary.
- Assisting with organising events, including our AGM, Team days and our Christmas lunch.
- Serving as the main point of contact for deliveries and visitors.

#### **H&S**

- Ensuring our H&S procedures and policies are updated and adhered to.
- Circulating mandatory H&S training courses and track completion.
- Ensuring off-site courses and certificates are kept up to date.

#### **HR**

- Entering employment data into the HR database.
- Assisting with the On-Boarding and Induction process for new starters.
- Answering any employee enquiries.
- Updating staff handbooks and employment policies, in accordance with guidance from external advisor Coner.
- Updating employee holiday and sickness records.

### **Experience, knowledge and skills**

#### **Essential:**

- Minimum of two years' experience in an office environment.
- IT literacy and a confident working knowledge of relevant software, such as Microsoft Office 365.
- Good writing skills and a sound command of the English language.
- Strong organisational skills with a meticulous attention to detail.
- The ability to multitask and prioritise tasks to cope with the multifaceted nature of this role.
- Strong interpersonal skills including the ability to liaise with external contacts and a range of stakeholders.
- Maintaining a clean and organised office appearance.
- A team player with the ability to build relationships within our small team.
- Ability to work with minimal supervision, assess and prioritise workload and deliver to a deadline.
- A commitment to the Low Carbon Hub's work and mission.

#### **Desirable:**

- Experience providing support for HR initiatives.

Low Carbon Hub is an inclusive workplace, and we encourage people from all sections of our community to apply for roles with us. We actively welcome disabled people, minorities, women, LGBTQIA+, other underrepresented applicants, as well as those with different backgrounds and life experiences. If you are interested but unsure if you have what we are looking for please contact us via email [info@lowcarbonhub.org](mailto:info@lowcarbonhub.org) or call us on 01865 246099.

If you require reasonable requirements or assistance during the application, and if applicable interview process, please do not hesitate to let us know.

### **How to apply**

- Please forward your CV and supporting letter detailing why you should be considered to the role and what differentiates you from other candidates.
- The deadline for applications is **midnight, Wednesday 30 October 2024**.
- Interviews will be scheduled w/c Monday 4 November. These will take place initially as a 30 minute Teams call followed by an in person interview at our offices in Oxford.
- Applications should be sent to [info@lowcarbonhub.org](mailto:info@lowcarbonhub.org) with 'Office Coordinator' in the subject.