

## **CycloX Coordinator**

CycloX is the voice of cycling for Oxford area. Our strategic aim is to get more people in and around Oxford cycling, more often, and more safely. Our two strategic objectives are to create attractive and healthy streets, enjoyed by all, and safe connected cycle networks. We have nearly 500 members, and we wish to recruit more. We aim to influence strategic policy-making as well as physical infrastructure design by collaborating with the county and city councils. We are members of the Oxfordshire Cycle Network and we partner with other voluntary groups like Oxford Civic Society, Sustrans, and Oxford Pedestrians' Association.

We are looking for a freelance coordinator to support CycloX and its committee to achieve its objectives by helping with communications, engaging with our members and stakeholders, and supporting the organisation's committee processes. This is a fixed-term project for 12 months. The coordinator will work as an independent contractor accountable to the chair of CycloX.

### **Task role**

#### **Support communication and engagement, integrating newsletter, website and social media channels:**

1. Prepare and produce the monthly newsletter and annual review in consultation with the committee
2. Design and produce communication and publicity materials for community and other stakeholders, to be disseminated through the newsletter and social media, in particular Twitter and Facebook
3. Maintain and keep the website fresh and up to date, in support of our strategy
4. Develop and support our approach to the media, creating press releases and handling media events
5. Coordinating and sometimes writing our weekly Oxford Mail On Yer Bike column

#### **Member, champion and stakeholder engagement:**

6. Increasing membership by following up potential members, such as those registering at events and socials
7. Fostering communications with and between CycloX Champions and encouraging their involvement in CycloX activities
8. Helping organise community events, stalls, and occasional special events
9. Liaising with meeting and events committee member, developing publicity and advertising events, liaising with venue and speaker, registration of attendees, post-event write-up

#### **Coordination of CycloX committees:**

10. Support committee and subcommittee meetings by helping with the agendas and taking minutes if necessary (these are typically on the first Tuesday of the month)
11. Working with the committee to ensure prompt response to emails and follow up of actions by members through the maintenance of a tasklist and through reminders

12. Supporting the lead committee member manage the process of responding to consultations, through checking for new consultations, maintaining the consultations spreadsheet, compiling the tool kit, and helping those responding

Other tasks that are agreed as a priority.

#### **Essential attributes**

Support for the aims of CycloX and able to present CycloX in a positive light

Skills with people and a good team-worker

Excellent organisational skills

Self-starting

Able to work flexibly

Able to work from home, with access to a networked personal computer

Familiarity with and efficient and accurate use of Office software, file retrieval, word processing, printing

Experience of managing web content and social media

Writing skills, including good proofreading

Awareness of data and document security and confidentiality

#### **Desirable attributes**

Everyday cyclist

Experience of web development

Use of social media, Twitter, Facebook, LinkedIn

#### **Rate and Hours:**

Negotiable; but we are offering between £5,000 and £6,000 for the first 12 months on a freelance contract. We will review the contract at 1 year.

#### **Reporting arrangement**

The contractor will report to the Chair of CycloX, Alison Hill

#### **How to apply**

The full role description is at [www.cycloX.org](http://www.cycloX.org) Applications by CV, with a covering letter of no more than 200 words explaining your suitability for the role and reflecting the selection criteria above, should be sent to CycloX Chair, Alison Hill [contact@cycloX.org](mailto:contact@cycloX.org) by 31st May 2019. Shortlisted applicants will be asked to provide one supporting reference. Interviews will be held on 6th June 2019.

### **Advertisement for CycloX Coordinator**

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We are looking for a freelance coordinator to support Cyclox and its committee to achieve its objectives by helping with communications, engaging with our members and stakeholders, and supporting the organisation's committee processes. This is a fixed-term role for 12 months initially. The coordinator will work as an independent contractor accountable to the Chair of Cyclox. You need to be a self-starter and wish to advance cycling. Pay is negotiable but we are offering between £5,000 and £6,000 for the first 12 months.

**How to apply**

The full job description is at [www.cyclox.org](http://www.cyclox.org). Applications by CV, with a covering letter of no more than 200 words explaining your suitability for the role, should be sent to our Chair Alison Hill [contact@cyclox.org](mailto:contact@cyclox.org) by 31st May 2019. Shortlisted applicants will be asked to provide one supporting reference. Interviews will be held on 6th June.