



TRANSITION
by
DESIGN

Job Title:	Make Space Oxford Coordinator
Position:	Project Coordinator – Maternity cover
Salary:	£25,000 pro rata
Contract:	Fixed Term (up to 1 year)
Hours:	3 days a week / 22.5hours
Holiday	31 days pro rata
Pension	Statutory (3%) employer contribution to the People's Pension
Start date:	Monday 2 Sep 2019

JOB PROFILE

About Makespace Oxford

Makespace Oxford was established to represent and meet the growing needs of local social enterprises, workers' co-operatives and charities operating to produce social and environmental improvements for communities from Oxford to global society, who are seeking affordable workshop and office space.

Makespace Oxford has established a dynamic hub at its pilot space on Aristotle Lane, a building north of Jericho being leased on a meanwhile use basis from Wadham College. This space, which launched in July 2018, is now home to over 20 charities, worker co-ops, social enterprises and community-based organisations benefiting from low-cost work, meeting and events space. Makespace Oxford and its tenants have created a vibrant and supportive community of organisations putting cooperation and local benefit ahead of profit.

Overall Purpose:

The Makespace Oxford Coordinator is responsible for coordinating the ongoing operations management of the Makespace Oxford project on Aristotle Lane. The successful candidate will also be involved in the development of the Makespace Oxford business model and the expansion of the model into other premises.

Context of the job

The Makespace Oxford project and new CIC Company was co-founded by Transition by Design, Manifest Architecture and Broken Spoke Bike Co-op in 2015. Today the Makespace Oxford CIC Board comprises of Paul Roberts (CEO Aspire Oxford), Alice Hemming (founder of the Children's Allotment Project) and Andy Edwards (Co-director and Co-founder of Transition by Design).

Direct line management will be from Transition by Design, including a weekly check-in in person. You will also attend a monthly reporting meeting with the Makespace Oxford Board. You will be responsible for working with and managing a range of subcontractors and outsourcing key workflows, as required. Previously these subcontractors have included building tradespeople, contractors, graphics designers and communications specialists.

This post will be hosted within Transition by Design Co-operative CIC. Transition by Design (TbD) is an architecture and design Workers Co-operative and Community Interest Company (CIC) which specialises in strategic design, low impact and community-led architecture and community engagement. TbD takes a collaborative approach working with multiple partners to deliver the most creative and appropriate responses.

TbD works with a wide range of clients and partners and has become established over the last eight years within fields of strategic design, architectural design, environmental design, graphics and communications. TbD have worked with a diverse range of groups including:

- International NGOs such as Greenpeace International and Oxfam;
- Local and national charities including, Low Carbon Hub, UK Community Land Trust Network, Power to Change and Bioregional
- Local Authorities including Oxford City and Oxfordshire County Council
- Grassroots organisations, such as Oxford Tenants' Union and environmental group Reclaim the Power
- Community-led housing groups such as, Oxford Cohousing, Oxfordshire Community Land Trust, Homes for Oxford

Transition by Design is a member of the RIBA, Co-ops UK, the Community Action Group (CAG) Project and a founding member of the Oxford Fairer Housing Network.

DUTIES & KEY RESPONSIBILITIES

		%
1	<p>Project delivery</p> <ul style="list-style-type: none"> ● Ongoing support of existing tenants, responding to their needs, ensuring high levels of satisfaction and timely rental payments ● Lead on the engagement and recruitment of new tenants and users, including licensee contracts and related administration ● Coordinating the planning, design and delivery of any capital or improvement works to the building at Aristotle Land, future premises and landscaping while on-site. ● Responsible for the daily upkeep and maintenance of the building, by either carrying out minor repairs themselves if capable, or commissioning relevant trades to complete works in a timely fashion. ● Act as the main point of contact for Makespace Oxford members/tenants and ensuring that we provide quality services/facilities to them. 	75%

	<ul style="list-style-type: none"> ● Manage events and meeting bookings for the space. ● Coordinate regular communications on behalf of Makespace Oxford including press, web presence, social media and newsletters, with the occasional support of volunteers and consultants ● Manage the operation of the premises* including: keyholder arrangements; health & safety protocols, insurance and risk assessments; billing of heat and power; wifi, office systems; liaising with other service providers in the space e.g. cleaning, rubbish disposal, gas and electricity. ● Manage the project budget, reporting to the Makespace Oxford Board of Directors and taking responsibility for day-to-day management of income and expenditure. <p><i>*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.</i></p>	
2	<p>Project development</p> <ul style="list-style-type: none"> ● Draft funding applications or conducting other additional income generating activities e.g. events, workshops, as appropriate. ● Coordinate with key stakeholders and represent Makespace Oxford alongside the Directors. ● Coordinate tenant / Makespace Oxford membership meetings, as well as meet regularly with the Makespace Oxford Directors. ● Support the development of the Makespace Oxford model and the expansion or continuation into other premises through research and scoping activities. ● Work with the Makespace Oxford Board and Transition by Design to develop a viable and investable business plan, growing its operations. 	20%
3	<p>Organisational management</p> <ul style="list-style-type: none"> ● Maintaining accurate and up to date timesheets and/or project log and progress notes via Trello and Microsoft One Note, or similar platforms. ● Attending general meetings with Transition by Design team including project updates, team meetings and peer management meetings. ● Liaise with the Makespace Oxford accountant and bookkeeper, maintain financial records via Quick Books software and regularly report to the directors of Makespace Oxford on the financial status of the organisation 	5%

Person Specification

Criteria	Essential	Desirable
1. Skills/abilities	<ul style="list-style-type: none"> - Excellent organisation and project management skills - Excellent oral communication skills and the ability to engage and build rapport with a range of stakeholders and community members - Ability to use initiative and be a self-starter. 	<ul style="list-style-type: none"> - Good presentation/public speaking skills - Practical building and facilities management skills

	<ul style="list-style-type: none"> - Well-organised, practical, business-like and approachable - Strong written and verbal communication skills - Self-motivated with flexible attitude and ability to manage own time - Ability to think strategically, problem solve and prioritise appropriately - A strong team-working approach with the aim of maintaining a positive and productive work environment. - Commitment to equal opportunities and working with organisations which produce social and environmental improvements for communities from Oxford to global society 	
2. Knowledge	<ul style="list-style-type: none"> - Facilities or property management - Business planning and development - Financial planning - Good computer skills, with experience of using Excel spreadsheets, Microsoft word and cloud-based systems such as Google Drive. 	<ul style="list-style-type: none"> - Project management platforms, Eg Trello, Slack, or Basecamp - Knowledge of, or experience working with social enterprise and/or community groups and not-for-profits - Knowledge of local funding and investment opportunities
3. Qualifications/ education/ training		<ul style="list-style-type: none"> - Educated to degree level preferably in a related discipline or appropriate vocational qualifications - Facilities management training and qualifications from CIBSE, City and Guilds or other advisory body or CPD accreditation - Asbestos awareness training - Health and Safety training - First Aid qualifications
4. Experience	<ul style="list-style-type: none"> - Experience managing budgets - Experience using communications (e.g. websites, social media, newsletters, press work) for an organisation - Experience of practical building, crafts, arts and/or design work 	<ul style="list-style-type: none"> - Experience executing communications strategies - Experience managing communications (e.g. websites, social media, newsletters, press work) for an organisation
5. Other requirements	<ul style="list-style-type: none"> - Commitment to the aims and objectives of Transition by Design and the Makespace Oxford project 	<ul style="list-style-type: none"> - Passionate about social enterprise, making, reuse and community development