



## Makespace Oxford: Director Recruitment

### Who we are

Truly affordable space in Oxford is non-existent. In 2015, a small group of community-led and socially driven organisations, struggling to find the space in which to fix, build, work and make an impact came together to find innovative ways of bringing empty and underused buildings back into community use. Makespace Oxford Community Interest Company (CIC) was born, and is under the collaborative leadership of Transition by Design, Aspire Oxford and The Community Action Group (Oxfordshire).

The first Makespace Oxford opened in summer 2018 in Aristotle House, a North Oxford building owned by Wadham College, and awaiting redevelopment. It is a new and affordable working and making space, offering a light-filled, modern working environment with meeting facilities, fast internet and good coffee – and subsidised rents – to over thirty social enterprises, workers' cooperatives, small charities and creative individuals working on social and environmental justice issues.

The building is a catalyst, a question and a demand to make space for sustainability, creativity and community. It's also a vibrant hub for community action, a place where new partnerships begin and ideas come to life.

We're now looking for new buildings, new opportunities to bring empty, underused and unloved structures back to life for the benefit of the local community.

To find out more visit [makespaceoxford.org](https://makespaceoxford.org).

### What we are looking for

Makespace is now looking to recruit up to two new Directors to help us sustain and develop our increasing responsibilities for growing and governing our Community Interest Company effectively, by bringing new sets of skills and experiences to our Board and organisation.

We're looking for new Directors who will:

- Be interested in Makespace's work and committed to our social mission.
- Be willing and able to give their time, experience, skills and enthusiasm to help run our CIC. This includes specific, regular time commitments, as outlined below.

- Have relevant background and experiences to bring different points of view to our discussions, give insight into our customers' needs and experience, make new contacts for us in the communities & markets in which we operate, and think of new ways of doing things.
- Specifically help to steward Makespace Oxford through a period of growth and development. Makespace Oxford is a young organisation still forming its policies and systems. It also aims to acquire new premises across 2019/2020, taking advantage of the opportunity in the rise of empty centre space.

**We are particularly keen to hear from individuals with any of the following experience, expertise and characteristics:**

- Specific experience of growing an enterprise and undertaking business development activities;
- Professional experience in real estate, managing land and property;
- Connection into communities with which we're less familiar – arts, grassroots and marginalised groups, etc.;
- Knowledge of company law and contract law; and
- Treasurer and financial expertise.

## **Makespace's Directors**

Makespace Oxford is a Community Interest Company, limited by guarantee without share capital. Under this company structure, Makespace has a Board of Directors responsible for the overall control and governance of the organisation, who are responsible for making sure we're doing what we've been set up to do. Our Directors use their skills and experience to support Makespace and help us to achieve our aims. They make sure Makespace has the money it needs, spends its money sensibly, follows the law and doesn't break the rules in our governing documents.

Our Directors therefore play a crucial role for Makespace and make decisions that have a big impact on our strategy, funding and customers.

### **Andy Edwards**

Andy is a designer, activist, social entrepreneur, father and avid co-operator. Andy trained as an architect at both Sheffield and Oxford Brookes Universities and has an MSc in sustainable building design.

He is an expert in green building and loves turning waste – whether its discarded materials, forgotten spaces or empty buildings - into opportunities to create beautiful, inclusive spaces that bring about positive social change.

Andy is co-founder and director of the architecture and design practice, [Transition by Design Co-op](#), who are experts in community-led housing, strategic design, passivhaus architecture and systems design thinking. He also works part-time as a project manager specialising in community and renewable energy with Bioregional.

Andy is a co-founder of Makespace Oxford CIC and involved in developing the aims and principles of the organisation since its inception in 2014. Currently Andy also line-manages the Makespace Oxford Coordinator and supports the operations of the space at Aristotle Lane.

Andy is a long-time housing activist keen to develop strategies which make community-led housing accessible and affordable to all. He is co-founder and member of Kindling Housing Co-op, where he currently lives and is exploring ways to grow the housing co-operative movement in Oxford. This includes exploring opportunities to bring empty and underused sites back into use as affordable housing.

### **Paul Roberts**

Paul is the Chief Executive Officer for Aspire Oxfordshire, an award-winning employment charity and social enterprise. Founded in 2001, Aspire transforms the lives of over 1,000 young people and adults experiencing significant disadvantage each year in Oxfordshire and Buckinghamshire.

Paul is co-Chair of Oxford's multi-agency Housing & Homelessness Group and a co-founder of the nascent 'Oxford Homeless Movement'. He is a Director of Makespace Oxford CIC and of 'Flo's the Place in the Park' (a charitable Community Benefit Society), and a founder Director of OSEP CIC.

Prior to joining Aspire, Paul was a British Diplomat for seven years and previously volunteered at Asylum Welcome in Oxford and as a Generalist Adviser for the Citizens' Advice Bureaux. He holds a Master's degree in Public Policy.

### **Alice Hemming**

Alice Hemming joined the Makespace Oxford board in 2017 whilst Project Coordinator at The Community Action Group Project. Her background is in community and social enterprise development support, community gardening and environmental education. Her interests are in supporting start-ups with social purpose and building community in our spaces.

Alice Hemming is also currently a forest school educator working a number of schools and nurseries across Oxford and a founding board member of the Children's Allotment Project, a new Co-operative, parent-run, outdoor education project located in east Oxford.

Alice is an experienced facilitator, trainer and educator. In her previous role as a Community Action Group (CAG) Project Coordinator Alice provided day-to-day mentoring, advice and expertise to aid the CAG networks 60+ Community Action Groups, many of which are community businesses.

Through both CAG and Makespace Oxford Alice has provided strategic direction and has been instrumental in partnership development with other local networks, organisations and businesses.

Through Makespace and Children's Allotment project Alice has supported a multitude of events and grant funding activities, helping to secure funds to get these organisations moving and build both their membership and profile.

## **Role and responsibilities of a Director**

As a Director you would join the Makespace Board. The Board is charged with making key decisions about the future of Makespace, overseeing the management of the organisation and setting strategic direction.

The Board is designed to bring together a range of skills to provide the best possible support to Makespace. So you are expected to contribute on the basis of your expertise. Often this will be through Board discussion. But you may also be asked to provide advice and/or undertake specific tasks, for example looking at a lease, providing HR support or scrutinising accounts.

As Director you will be expected to commit to:

- four formal Board meetings in January, April, July and October;
- four informal Board meetings between Board meetings;
- a twice-yearly strategy afternoon
- minimum one year commitment initially

You will be asked to consider and sign off the annual business plan and accounts. As set out above you may also be invited to undertake other tasks.

We do not reimburse Director expenses as a general rule. But in exceptional cases this may be considered.

## **To find out more and apply**

If you'd like to talk to someone about the role before applying, you can speak to one of our current Directors:

Paul Roberts: [paulroberts@aspireoxford.co.uk](mailto:paulroberts@aspireoxford.co.uk)

Alice Hemming: [hemmingalice@hotmail.com](mailto:hemmingalice@hotmail.com)

Andy Edwards: [andy@transitionbydesign.org](mailto:andy@transitionbydesign.org)

To apply, you can send a copy of your CV and a covering letter, for the attention of Usha Kar, Makespace Coordinator, at [info@makespaceoxford.org](mailto:info@makespaceoxford.org) by Friday 14<sup>th</sup> February 2020.

*Please use your covering letter to demonstrate how your skills, qualities and experience meet each of our requirements listed, and how they have helped you achieve relevant, positive results, as this will give you the best possible chance of being shortlisted.*