



IT Coordinator

Oxygen Conservation is entering one of the most important chapters of its growth. Expanding our IT support and accelerating our adoption of AI across the whole organisation are crucial to our next steps. We want an IT Coordinator who can move at pace, anticipate our needs before they arise, and help the whole team get substantially more from AI. This requires someone with genuine curiosity, strong interpersonal skills, solid technical foundations, and the kind of drive that makes things happen without being prompted.

As passionate as you likely are about IT, to be truly fulfilled you might be looking for more. You may be seeking a role that's challenging and rewarding in equal measure, amazing colleagues, a culture of care for people, and a mission you believe in. That is what you will find with Oxygen Conservation.

We are working hard to fight the climate crisis and reverse the biodiversity collapse. The team is small by design, fast-moving by necessity, and deeply committed to everyone who works with us. We care about the people in this team, and we want to give you the opportunity to make a real difference, not just to our IT infrastructure but to how the whole organisation does its best work every single day.

ABOUT YOU

Are you curious, organised, and genuinely motivated to help people? The kind of person who takes pride in fixing a problem before someone else notices it, who follows up without being asked, and who brings energy to every interaction, whether you're troubleshooting a connectivity issue or tracking down a missing document. Here is a snapshot of the strengths you'll bring:

ENVIRONMENT

- A genuine passion for the natural world and a conviction that scaling conservation is one of the most important challenges of our time.

IMPACT

- Hands-on experience of administering a Microsoft 365 environment - users, licences, and permissions plus a working understanding of how accounts and access are kept in good order.
- Practical experience of setting up, securing and supporting laptops and mobile devices for people who work remotely.
- Strong knowledge of IT fundamentals, hardware, software, and connectivity, and the curiosity to keep learning.



- Genuine enthusiasm for AI tools, with a willingness to explore how they can be used practically in day-to-day work.
- The kind of initiative that means small problems get solved quickly and bigger ones get escalated with the right context already gathered.

ADVENTURE

- Comfortable with variety and energised by a busy, changeable environment.
- The ability to move quickly, communicate clearly, and know when to ask for help.

TOGETHERNESS

- Strong ability to communicate clearly with people of all technical backgrounds, from the most tech-savvy team member to someone who just needs their laptop to work.
- Able to build trust quickly and take ownership of your commitments, following through without needing to be chased.
- The defining characteristic of the right person is a genuine desire to help others, with a passion for delivering reliable, friendly IT support in a high-performance environment.

At Oxygen Conservation, character matters more than capability. We recruit for potential, not experience. Of course, the IT foundations need to be there, because you'll be trusted with the systems the whole team relies on but the service mindset matters more. And the genuine curiosity about AI and the future of work matters most of all.

We are committed to having a genuinely diverse team drawn from across the country, with a wide range of lived and learnt experiences. You might have skills in some, but not all, of the areas above. Whatever your background, we would love to hear from you if you think you can make a real difference with Oxygen Conservation.

ABOUT THE ROLE

The IT Coordinator will work within the People and Performance team and will be OC's primary internal IT contact. You will work alongside Oxygen House, our IT partner, in a genuinely collaborative relationship, building toward greater OC independence over time. You are joining at an exciting moment as we scale and invest in how our team uses technology. You will be hands-on from day one, and the role is yours to shape.

KEY RESPONSIBILITIES

Internal IT Support

- Provide fast, high-quality, and proactive support to the whole team, ensuring hardware, software, and connectivity across the team are well-maintained, secure, and fit for purpose.
- Work alongside Oxygen House to maintain infrastructure, security, and compliance.



- Own the practical side of joiners, movers and leavers - accounts, access and devices, so people are productive on day one and access is removed promptly when they leave.
- Maintain organised records, including our asset register, software and licence records, and access documentation, to ensure information is always accurate and accessible.

AI and Technology Adoption

- Support team members in accessing and making effective use of AI tools in their day-to-day work, training and coaching to build AI confidence and mastery across the team.
- Identify and implement practical AI productivity improvements.
- Help the team use AI safely as well as effectively - supporting our guidance on acceptable use and data handling and flagging where it needs to change.
- Stay at the cutting edge of AI and technology developments, bringing relevant, actionable insights back to the organisation.

IT Operations and Improvement

- Identify and recommend technology improvements that help OC work better, faster, and more intelligently.
- Maintain and improve IT documentation, processes, and systems to ensure they remain accurate, useful, and easy to follow.

KEY SUCCESSES

Within your first six months, success will look like:

- A reputation across the team for fast, friendly, and reliable IT support that removes friction and helps people do their best work.
- Accurate and up-to-date documentation and systems records that we can rely on and makes workflows smoother and faster.
- Joiners and leavers handled smoothly and consistently, every time.
- A visible and positive contribution to how the team engages with and benefits from AI tools.

ABOUT US

We're building the UK's first genuine natural capital portfolio, acquiring large landscapes, restoring them, and creating investable natural capital products like premium carbon credits, biodiversity units, renewable energy partnerships, and ecotourism experiences (you can check them out at Oxygen Escapes). In just four years, we've grown to a valuation of around £400m with 50,000+ acres owned and helped connect over half a



million acres for nature. Our mission is simple: prove that restoring ecosystems can deliver transformative environmental, social, and financial returns.

Our work hasn't gone unnoticed. In 2022, we were named Start-Up of the Year at the Business Leader South West Awards, followed by Team of the Year at the 2023 Edie Awards and our nature funding agreement with Triodos won ESG Deal of the Year at the 2024 Insider South West Dealmakers Awards. Our founder and CEO, Dr Rich Stockdale, is featured in the ENDS Power List as one of the top 100 UK environmental professionals driving significant impact and was shortlisted for Edie's Leader of the Year Award in 2024.

KEY INFORMATION

- Term: Full time, permanent
- Location: Remote with travel to OC offices and estates for team events and meetings, approximately once per month
- Closing date: When we find the right person
- Salary: The salary range for this role is £28,000 to £35,000. We typically bring people in toward the lower end of the range, with salary increasing as a result of strong performance.

ABOUT THE NEXT STEPS

To help you prepare for an interview, here are a list of questions we've used in previous recruitments. Now, here's the twist: they might come up in our conversation, or they might not. Consider this a sneak peek, an insider's tip to help you feel ready and excited for interview.

- Environment: Please tell us about your relationship with the natural world and what living sustainably means to you?
- Getting to know you: What do you need from us to be awesome in this role?
- Response to Challenge and Learning: Can you describe a time when you faced a significant challenge or setback? How did you approach it, navigate the messy middle, and what did you learn from the experience?
- Curiosity: What's something you've taught yourself recently, just because you wanted to? What made you want to, and how did you go about it?
- Technology and AI: Tell us about a time you helped someone use technology more effectively. What was the challenge, what did you do, and what changed as a result?
- Multitasking, Organisation, and Prioritisation: Your priorities here will change constantly. What do you do when priorities shift quickly? Can you give us an example of when you were particularly effective at managing competing demands?
- Ownership: Tell us about a time someone was relying on you, and things weren't going to plan. How did you handle it?
- Working Pattern: What does working flexibly mean to you?



We hope the information in this candidate pack has inspired you to apply. Please be bold, creative, and most importantly, be yourself throughout the whole application process. Good luck!