

COMMUNITY DEVELOPMENT WORKER

21hrs p/w (3-days a week) - £16,800 (£28,000 FTE) per annum

Community First Oxfordshire is a charity striving for diversity in our small team. If we are delivering services to support all people and all communities, then we need to make sure our team is inclusive. We welcome applications from people of all backgrounds and ages.

Job details

CFO invite applications for the above post.

CFO is a community development charity which helps communities and individuals to identify issues that affect them and find their own solutions. We support and advise volunteer-led actions in Oxfordshire, helping hundreds of volunteers fulfil many roles in their communities. We support the principles of Asset-based Community Development. We think that stronger, more sustainable communities are built using the skills and gifts that people already have.

The Community Development Worker will primarily support communities of place and communities of interest in Oxfordshire by working with them to identify opportunities and challenges and find sustainable solutions. This sort of work can only be done by connecting/reconnecting with CFO members and understanding what else is happening in both our rural and urban based communities. You will work with our Project Development Manager with supporting our ongoing Community-Led Plans offer as well as supporting the ABCD training and peer support network.

What we're looking for

We are seeking a self-starter with a range of skills, a flexible approach and an ability to multi-task. The role will primarily support communities of place and of interest in Oxfordshire by working with them to identify opportunities and challenges and find sustainable solutions. It will also focus on engaging with our members and stakeholders to find out what is needed. Capacity building work and supporting/delivering training is another key feature of this role.

You will need to enjoy working with all sorts of people, have great communication skills and be diplomatic, with an ability to take the initiative when opportunities arise. Experience of community development work and/or volunteering or working with community groups at a hyper local level would be beneficial. Training and support will be offered for specific types of community development work – you don't need to be an expert in everything, as it's all about your motivation and drive!

The following are attached:

- Annex A - Job description and person specification
- Annex B - Brief details of conditions of employment
- Annex C - CFO mission and website

How to apply

Applications should be made by submitting a CV and cover letter (no more than 2 sides of A4) explaining how you meet the person specification and job criteria. Please include the names and addresses of two referees. Completed forms can be sent to the attention of Emily Lewis-Edwards at:

- info@communityfirstoxon.org
- For an informal discussion about the post please contact Emily (email above or phone 01865 883 488)
- **CLOSING DATE FOR APPLICATIONS – 7 July 2024 at 8pm**
- **INTERVIEWS – From 9 July 2024 (in-person or online)**

ANNEX A

JOB DESCRIPTION AND PERSON SPECIFICATION

Community Development Worker

Supporting communities in Oxfordshire to identify opportunities and challenges and find sustainable solutions and engaging with our members and stakeholders to find out what is needed.

- **Salary:** £16,800 (£28,000 FTE) per annum
- **Hours:** 3 days a week (28hrs a week)
- **Location:** The area to cover is the county of Oxfordshire. We have a blended work policy and are happy to discuss the best balance between working from home and working at the CFO offices.
- **Contract length:** permanent
- **Accountable to:** Emily Lewis-Edwards, co-CEO, Community First Oxfordshire

Job purpose

The Community Development Worker will primarily support communities of place and communities of interest in Oxfordshire by working with them to identify opportunities and challenges and find sustainable solutions. This sort of work can only be done by connecting/reconnecting with CFO members and understanding what else is happening in both our rural and urban based communities. You will work with our Project Development Manager to support our ongoing Community-led Plans offer as well as supporting the ABCD training and peer support network.

Main Duties

- Engage with our CFO members (mainly parish and town councils) and our stakeholders to find out about key local issues, challenges, and opportunities.
- Map and collate feedback and broader knowledge, which may help CFO to focus on the right support to offer.
- Help design and deliver Asset-Based Community Development training/coaching to develop the capacity and confidence of community groups and volunteers effectively to engage in social action (training in Asset-Based Community Development approaches initiatives will be provided).
- Encourage the production of Community-led Plans and effective community engagement.
- Support and nurture new community initiatives (facilitating discussions and collaborations, social enterprise, community transport etc.) in response to local needs.
- Promote to local groups and to policymakers the importance of linking local community-led action plans with strategic plans.
- Help us to gather content and produce impactful communication materials to promote the service/s.
- Work proactively to link together local residents and service providers and specialist agencies with these groups and communities to enhance collective working where appropriate.
- Be aware of good practice and other community action to sign post and refer to other interested community groups and activities where required.

Other Duties

- Behave in accordance with CFO policies and values.
- Ensure work is completed on time and to a high standard.
- Liaise with key stakeholders and ensure they are kept informed of progress.
- Prepare clear, concise and accurate reports.
- Represent CFO at meetings with external partners.
- Comply with CFO's monitoring and recording requirements.
- Work co-operatively with other members of staff and partner organisations.
- Take part in organisational and personal training as required.
- Undertake such other duties as consistent with the purpose and level of this post as may from time to time reasonably be required by your line manager.

PERSON SPECIFICATION: COMMUNITY DEVELOPMENT WORKER

	GOOD TO HAVE	EXTRA BUT NOT NECESSARY
Qualifications	<ul style="list-style-type: none"> • Educated to at least A Level/NVQ Level 3 or equivalent or above • GCSE in English and mathematics at Grade C or above 	<ul style="list-style-type: none"> • Further/ Higher Education qualification in a relevant subject
Experience	<ul style="list-style-type: none"> • Supporting, starting or volunteering in voluntary and community initiatives • Working effectively in a team • Working effectively on own initiative • Working with varied community groups to help bring them together on issues that affect them • Working with all sorts of people from different backgrounds and cultures • Gathering content and producing impactful communication materials • Designing and delivering training and coaching sessions for individuals and groups 	
Knowledge	<ul style="list-style-type: none"> • Understanding of how to work effectively with diverse community groups and the Voluntary Sector as a whole • Understanding of community development principles and techniques • Understanding of capacity building within grassroots groups • Understanding of capacity building within grassroots groups 	
Skills	<ul style="list-style-type: none"> • Very good representational and presentational skills • Very good written and verbal communication skills • An ability to create bespoke training and coaching • An ability to prioritise and manage time effectively • Diplomacy and patience • Ability to handle challenging situations and people 	<ul style="list-style-type: none"> • Project management skills • Social media and communication skills
Circumstances	<ul style="list-style-type: none"> • Ability to work from home with good access to broadband. • Willingness to attend evening and occasional weekend meetings if necessary 	<ul style="list-style-type: none"> • A full driving licence and access to a car with adequate insurance for use in the course of work

ANNEX B

COMMUNITY DEVELOPMENT PROGRAMME OFFICER - DETAILS OF EMPLOYMENT

- **Employer:** The employer is Community First Oxfordshire (CFO), which is registered as a charity (no. 900560) and as a company limited by guarantee (no. 2461552).
- **Location:** The post involves working in communities in the county, and otherwise will be mostly working from home and at the CFO offices.
- **Hours of Work:** 21 hours per week. The post will involve work commitments outside normal office hours. Time off in lieu of out-of-hours working will be allowed.
- **Salary:** £16,800 per annum (£28,000 FTE)
- **Duration of Employment:** permanent contract.
- **Starting Date:** To be agreed with successful candidate.
- **Pension:** There is a pension scheme available (minimum contribution by employee is 5% of salary to match a 5% contribution by the employer).
- **Travel Expenses:** Expenses for journeys carried out whilst on CFO business will be paid in accordance with CFO's rates and within the budget allocated.
- **Holidays:** The annual leave allowance for a full-time worker is 28 working days in addition to public holidays. Three of these days are to be taken during the period between Christmas and New Year when the office is closed to the public. The annual leave allowance rises to 33 days after five years of continuous service. If you work part-time you will receive a pro rata entitlement.
- **Equal Opportunities:** CFO has an equal opportunities policy.
 - **Termination of Appointment:** all terms of employment are subject to satisfactory performance of duties during a probationary period, which will run for three months from the date of appointment. Thereafter notice periods on either side will be as follows: Under 3-months-service - 1 week; From 3 months up to the end of 8-years-service - 2 months.
- **Membership of Other Bodies:** The appointee may not serve as a member of a local government or public body or any organisation connected with the work of CFO without first obtaining written permission from the CEOs.

ANNEX C

COMMUNITY FIRST OXFORDSHIRE

CFO vision and mission

Strong, diverse, inclusive, and thriving communities

Supporting communities to find solutions to their planning, housing, social action, and service needs. Promoting positive change for all.

Further details of our organisation and its work can be viewed on our website: www.communityfirstoxon.org