

HEYFORD PARK - COMMUNITY DEVELOPMENT WORKER

14hrs p/w (2-days a week) - £11,872 (£29,680 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 and placemaking 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 focus on working with the local residents to develop a vibrant and self-sustaining community, establishing a strong sense of local identity, social cohesion and active participation. You will support existing and new community groups and events which build on the assets that are already in place at Heyford Park as well as helping these groups to adapt to the changing needs of Heyford Park's expanding population.

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. 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 – 8 June 2025 at 8pm**
- **INTERVIEWS – From 11 June 2025 (online or in-person)**

ANNEX A

JOB DESCRIPTION AND PERSON SPECIFICATION

Community Development Worker

The Community Development Worker will primarily focus on working with the local residents to develop a vibrant and self-sustaining community, establishing a strong sense of local identity, social cohesion and active participation.

- **Salary:** £11,872 (£29,680 FTE) per annum
- **Hours:** 2 days a week (14hrs a week)
- **Location:** Heyford Park, however we have a blended work policy and are happy to discuss the best balance between working from home and on site.
- **Contract length:** Fixed term contract, ending on 30 June 2027
- **Accountable to:** Emily Lewis-Edwards, co-CEO, Community First Oxfordshire

Job purpose

The Community Development Worker will primarily focus on working with the local residents to develop a vibrant and self-sustaining community, establishing a strong sense of local identity, social cohesion and active participation. You will support existing and new community groups and events which build on the assets that are already in place at Heyford Park as well as helping these groups to adapt to the changing needs of Heyford Park's expanding population.

Main Duties

- Act as first point of contact for new residents
- Identify the true skills, needs and aspirations of all sectors of the Heyford Park community through a variety of interactions and develop and implement an action plan to meet these needs.
- Ensure that existing and emerging community assets and services are meeting the community's needs where possible
- Work with Cherwell District Council and Dorchester Living and other partners to meet these identified needs
- Stimulate local interest in volunteering and community action
- Create and support clubs, associations and other community activities where needed
- Initiate or support community events
- Ensure there are no barriers either perceived or real that prevent community action and involvement from all sectors of the community
- Ensure a variety of communication channels are used to keep residents informed
- Liaise as required between community, developer and local authority
- Prepare reports for the HPCDP partnership
- Share learning for future developments with partners and wider stakeholders
- Initiate and support mechanisms for feedback and engagement with residents on an annual basis and support the 2025 Heyford Park community insight profile. Identify where support is most needed and build a practical action plan.
- Help us to gather content and produce impactful communication materials to promote the service/s.
- 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"> • 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"> • Working effectively on own initiative and as a lone worker • Working effectively in a team • Working with statutory and voluntary sector • Experience of supporting, starting or volunteering in voluntary and community initiatives • Experience of managing and delivering consultations, projects and events • Experience of working with communities with potentially conflicting demands • Gathering content and producing impactful communication materials 	<ul style="list-style-type: none"> • Community action participation/consultation (as participant or worker) • Working to a multi-sector project board
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 multi- agency working • Understanding of capacity building within grassroots groups 	<ul style="list-style-type: none"> • Formal or informal learning relevant to social inclusion and equalities
Skills	<ul style="list-style-type: none"> • Ability to work well with other organisations • Very good representational and presentational skills • Very good written and verbal communication skills • An ability to prioritise and manage time effectively • Diplomacy and patience • Skills of innovation and lateral thinking and being able to find new and imaginative ways of doing things • Openness and an ability to adapt style and approach to new situations • Ability to handle challenging situations and people • A commitment to work for the benefit of individuals and communities 	<ul style="list-style-type: none"> • Project management skills • Delivering community led learning sessions

Circumstances	<ul style="list-style-type: none"> • Ability to work on site and 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
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ANNEX B

COMMUNITY DEVELOPMENT WORKER - 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:** 14 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:** £11,872 per annum (£29,680 FTE)
- **Duration of Employment:** Fixed term contract ending on 30 June 2027.
- **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