



COMMUNITY DEVELOPMENT WORKER

Small and Mighty (SaM) infrastructure support partnership programme

Full-time (5-days, 35hrs per week) £29,000 per annum, 4 years fixed term contract (job share considered)

We are charities striving for diversity in our small teams. 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

Community First Oxfordshire invite applications for a Community Development Worker.

This is a 4-year position designed to support the delivery and impact of the new National Lottery funded Small and Mighty (SaM) Infrastructure Support Programme in Oxfordshire. The SaM infrastructure support builds on the needs evidenced in the [SaM research report](#) which focused on micro and small voluntary and community organisations. In response to the evidence of need, Community First Oxfordshire (CFO), Oxfordshire Community and Voluntary Action (OCVA) and our sector-specific or district level specialist partners, Volunteer Link Up (VLU), Oxford Community Action (OCA) and Charity Mentors Oxfordshire (CMO) will develop a bespoke package of infrastructure support and capacity building for the micro and small voluntary, community, faith and social enterprise (VCFSE) sector. We will develop an integrated and tailored provision of infrastructure support with the long-term aim of creating a support ecosystem of shared resources and experiences for micro and small organisations.

As a Community Development Worker (CDW), you are the delivering the SaM infrastructure support work on the ground, advising and guiding the small and micro groups with their specific local infrastructure needs to help them thrive. You will work closely with your fellow SaM Community Development Worker and Programme Manager, and with our partner organisation staff to support the development and delivery of this new outreach programme of infrastructure support shaped with and for micro and small organisations across the county. You will help organise and deliver outreach clinics, training based on need, and nurture collaborative spaces for funding, volunteering and partnership work. You will also support the new initiative of mini-mentoring. There will be a tailored and iterative action plan of outputs and outcomes that the SaM team will work towards. Regular updates will be drawn up by the Programme Manager and gathering data, stories and feedback on learning, impact and change is important to this process. The CDWs will support the Programme Manager with monitoring and evaluation as this will be reported back to both the SaM Partnership Advisory Group and the National Lottery on a regular basis.

As a SaM Community Development Worker you will be an active member of a county-wide partnership, contributing not only to delivery but also to shared learning, reflection and continuous improvement. You will balance representing your host organisation with acting in the best interests of the partnership and the communities it serves.

What we're looking for

We are looking for a person who is both an organised, proactive individual and who also has a gift with dealing well with a wide variety of stakeholders and within a small team. You will need to confidently and efficiently deliver a countywide, broad reaching programme of advice, support and capacity building for grass roots groups, but at the same time have an instinctive and strengths based approach. You will also need to be self-motivated, resilient and be able to multi-task. Experience of community development work and/or volunteering or working with community groups at a hyper local level would be beneficial.

You will enjoy working with all sorts of people, have good communication skills and be diplomatic, with an ability to take the initiative when needed

It is beneficial to have a good understanding of the VCFSE sector and in particular working with grass-roots organisations and/or community development approaches.

This role offers an exceptional platform to develop your skills, broaden your network, and contribute to long term changes within the VCFSE sector in Oxfordshire.

Training and support are available for specific parts of the role – you don't need to be an expert in everything. You also won't be alone as this is a partnership programme with experienced partners to work with.

The following are attached:

- Annex A - Job description and person specification
- Annex B - Brief details of conditions of employment
- Annex C - CFO, OCVA and Partners

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 883488)

• **CLOSING DATE FOR APPLICATIONS – 19 April 2026**

• **INTERVIEWS – From 27 April (in-person or online)**

ANNEX A

JOB DESCRIPTION AND PERSON SPECIFICATION

Small and Mighty (SaM) Support Community Development Worker – delivering the SaM infrastructure support programme for the micro and small organisations

- **Salary:** £29,000 per annum (FTE)
- **Hours:** 5 days p/w 35hrs
- **Location:** Hybrid working between the CFO office, home and site locations
- **Contract length:** 4-year contract
- **Accountable to:** the SaM Programme Manager and to host organization line manager

Job purpose

To support the successful running of the SaM Support programme, working with the small SaM team and our partners to develop and deliver tailored infrastructure support with and for the micro and small VCFSE organisations across the county. You will support the Programme Manager in gathering data and information, which will be regularly reported

to the SaM Partnership Advisory Group and The National Lottery, to monitor impact against the outcomes set for the programme.

As a SaM Community Development Worker you will be an active member of a county-wide partnership, contributing not only to delivery but also to shared learning, reflection and continuous improvement. You will balance representing your host organisation with acting in the best interests of the partnership and the communities it serves.

Main Duties and Responsibilities

- Establish good connections with internal and external staff to help build a SaM integrated infrastructure team utilising the distinctive strengths of the small team, partners and the wider sector.
- Support the collation and development of a suite of existing and new SaM specific support (funding examples, local knowledge, volunteer recruitment information, policy templates) in readiness for the clinics and follow up action plans.
- Advise and support SaM organisations during clinics and from direct referrals/enquiries over a tracked period with follow up support and feed into the reporting system to support the Programme Manager as they monitor impact against the delivery plan.
- Help design and deliver existing and new training sessions (e.g. funding, partnership working, asset based community development). The focus of training will be shaped by the needs of SaM groups.
- Map and collate feedback and broader knowledge to feed into the review and adapt process of SaM support.
- Support SaM groups to collaborate on their community-based work (where possible).
- Proactively gather and collate activity data, testimonials and ‘stories of change’ and report these back to the Programme Manager.
- Work with your fellow CDW and staff within the partner organisations in supporting the Programme Manager to facilitate the running of the SaM Partnership Advisory Group.
- Be aware of good practice and other community action to sign post and refer to other interested community groups and activities where required
- Support communications colleagues to promote progress and activity taking place through the SaM programme on a regular basis.

Other Duties

- Actively promote equal opportunities and value diversity in everything you do.
- Behave in accordance with CFO’s policies and values.
- Ensure work is completed on time and to a high standard.
- 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.
- Contribute positively to partnership culture, including openness, shared learning and collaboration

PERSON SPECIFICATION: Small and Mighty (SaM) Support COMMUNITY DEVELOPMENT WORKER		
	ESSENTIAL	DESIRABLE
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"> • Developing accessible advice and support information for a diverse and multi-layered voluntary sector 	

	<ul style="list-style-type: none"> • Active listening and demonstrable problem solving skills in a timely manner especially during outreach clinics with timed slots • Working well in small team involving multiple partners • Supporting the development and delivery of programme action plans with partners • Completing relevant monitoring and evaluation for effective reporting purposes • Gathering content and producing impactful communication materials • Working effectively on own initiative when needed • Experience of supporting, starting or volunteering in voluntary and community initiatives • A lived commitment to diversity and inclusion in employment and service delivery 	
Knowledge	<ul style="list-style-type: none"> • Understanding of how to work effectively with diverse community groups and partners • Understanding of community development principles and techniques • Understanding of the VCFSE sector and infrastructure needs • Understanding how individual grassroots outputs can link to the broad outcomes 	<ul style="list-style-type: none"> • Understanding charity governance, legal structures, operational practices and fundraising
Skills	<ul style="list-style-type: none"> • Very good representational and presentational skills • Very good written and verbal communication skills with an ability to engage with a wide range of stakeholders • Solid understanding of IT and useful monitoring software and social media • An ability to prioritise and manage time effectively • An ability to grasp new ideas and develop understanding quickly and seeking potential solutions • Diplomacy and patience • Ability to handle challenging situations and respond positively to setbacks 	
Circumstances	<ul style="list-style-type: none"> • Ability to work from home with good access to broadband • Ability to travel independently around Oxfordshire • Willingness to attend evening and occasional weekend meetings if necessary 	

ANNEX B

SaM SUPPORT 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 will be based at the CFO offices with flexibility of working from home and on-site locations.
- **Hours of Work:** 35 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:** £29,000 per annum FTE
- **Duration of Employment:** fixed term contract (4-years).
- **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. 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 Equity, Equality, Diversity and Inclusion 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, OCVA and Partners

CFO north star statement

Community First Oxfordshire is a community development and placemaking charity, supporting Oxfordshire's people and places to work together and thrive.

Further details of our organisation and its work can be viewed on our website:

www.communityfirstoxon.org

OCVA mission

Enabling a diverse voluntary and community sector to flourish in Oxfordshire.

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

SaM Support Partners

