

COMMUNICATIONS OFFICER

Part-time - 14hrs per week (2-days), £12,800 (£32,000 FTE) per annum

CFO is 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

The Communications Officer will lead on all of Community First Oxfordshire's communications, working closely with staff, trustees and members to better understand and shape how we communicate our work and those of our partners to as wide an audience as possible. You will shape and work by the organisation's communications strategy and lead on established and new communication content and methods of engagement, working especially closely with our Senior Administrator on outgoing communications.

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

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 suite of tailored communications for Community First Oxfordshire building on what already exists. You will help increase our membership and service offer via effective and informative communications. Experience of communications and marketing is beneficial along with good understanding of IT and media systems. You will also need to be self-motivated and be able to multi-task within our small team.

You will enjoy working with all sorts of people, have excellent communication and written skills, with an ability to take the initiative when needed.

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

The following are attached:

- Annex A - Job description and person specification

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 Tom McCulloch at:

- info@communityfirstoxon.org
- For an informal discussion about the post please contact Tom (email above or phone 01865 883488)
- **CLOSING DATE FOR APPLICATIONS – 26 August 2026**
- **INTERVIEWS – From 1 September (online or in-person)**

ANNEX A

JOB DESCRIPTION AND PERSON SPECIFICATION

Communications Officer

- **Salary:** £12,800 (£32,000 FTE) per annum
- **Hours:** 14hrs p/w (2-days)
- **Location:** Hybrid working between the CFO office, home and site locations
- **Contract length:** permanent
- **Accountable to:** Tom McCulloch (Joint CEO)

Main Duties and Responsibilities

Communication

- Refine our communications strategy based on feedback from community members, with strategic direction aligned with our North Star statement.
- Oversee and manage the continuing development of our website and renewed brand.
- Work with the staff team to review and promote our membership offer.
- Create engaging and accessible content for various platforms, including social media, website, newsletters and press releases.
- Nurture relationships and collaborations with members, voluntary sector stakeholders, funders, and partners to increase our visibility, reach and influence.
- Identify growth areas and scope for diversification of audiences.
- Build insight about our audiences, web users and participants, feeding this into creative approaches to improve what we do and how we communicate this – with particular attention to partnership working.
- Oversee and manage our social media channels with the support of our Senior Administrator.
- Manage our website, ensuring it is fit for needs, up-to-date, and representative of the work we do.
- Help produce communication assets in-house, including maintaining the photo library and editing video as needed.
- Work collaboratively with team members to deliver our organization aims.
- Support colleagues with event and training communications to help ensure the coordination and delivery of smooth-running activities.
- Use our platform to drive thinking and share ideas in community development and placemaking

Brand Management

- Safeguard and enhance our brand identity.
- Ensure all communications align with brand guidelines and ensure that these are consistent and effective across Community First Oxfordshire and convey our values and objectives.

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: COMMUNICATIONS OFFICER	
	ESSENTIAL
Experience	• At least 1-2 years in a similar role with broad experience of what works well for different audiences. • Gathering quality content and producing impactful communication materials • Working well in a small team • Working effectively on own initiative when needed • A lived commitment to diversity and inclusion in employment and service delivery
Knowledge	• Knowledge of current trends and new techniques in communications • Understanding of how to communicate effectively with different audiences e.g. staff, members, partner organisations and diverse community groups • Understanding of the voluntary sector and what the strengths are • Understanding the different ways to communicate and the importance of variety
Skills	• Excellent written and verbal communication skills, including the ability to write concise and engaging media copy and promotional materials • Very good representational and presentational skills • Solid understanding of IT and social media • An ability to prioritise and manage time effectively • An ability to grasp new ideas and opportunities • Diplomacy and patience
Circumstances	• Ability to work from home with good access to broadband • Willingness to attend evening and occasional weekend events if necessary