Community First Oxfordshire

COMMUNITY TRANSPORT ADVISER

Part-time – 10.5hrs per week (1.5 days), £8,700 (£29,000 FTE) per annum (2-year fixed contract)

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 **Community Transport Adviser** will champion, advise, and support community-led transport schemes across Oxfordshire. Working closely with volunteer-run car schemes, community minibus operators, parish and town councils, and local residents, you will support and advise new and existing schemes to operate well by being safe, legal and sustainable. You will raise community transport needs and unmet transport needs in both rural and urban spaces with the local authorities and transport providers. Your work will directly help reduce isolation and improve access to essential health, retail, and social services for older and younger, disabled, and vulnerable residents across the county.

As the Community Transport Adviser, you will enjoy working with a wide variety of people from all different backgrounds. You will need to be organised and proactive in this role. You will not be alone as you will have a supportive line-manager who knows and understands the needs of community transport and how best we can support the volunteers to run these 'life-line' transport schemes.

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

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 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 – 9 December 2026**
- **INTERVIEWS – From 16 December 2026 (online)**

ANNEX A
JOB DESCRIPTION AND PERSON SPECIFICATION

Communications Officer

- **Salary:** £8,700 (£29,000 FTE) per annum
- **Hours:** 10.5hrs p/w (1.5 days)
- **Location:** Hybrid working between the CFO office, home, and site locations
- **Contract length:** 2 years
- **Accountable to:** Emily Lewis-Edwards (Joint CEO)

Main Duties and Responsibilities

Main Duties

- Provide on-going assistance and support for local community transport schemes including information, advice and networking events featuring:
    - Opportunities to benefit from new and existing funding or other support initiatives e.g. Octabadge scheme
    - New or changed legislation or other policy development affecting community transport nationally or locally
    - Effective community transport operational practice
    - Recruitment and support of volunteers
    - Updating handbooks for volunteer drivers
- Guide local community groups through the process of setting up new transport initiatives, from initial community engagement and feasibility checks to launch.
- Promote access to essential driver and coordinator training, including MiDAS (Minibus Driver Awareness Scheme), PATS (Passenger Assistant Training Scheme), and safeguarding courses.
- When required, organise and facilitate a Community Transport Network meeting so scheme coordinators can share peer support and best practice.
- Represent the community transport sector in discussions with Oxfordshire County Council, district councils, NHS Integrated Care Board (ICB) teams, and local bus operators.
- Support the County Council to keep an up-to-date directory of Oxfordshire community transport providers.
- On occasion, collect journey statistics, volunteer numbers, and case studies from local schemes to demonstrate social impact to funders and statutory partners.

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: COMMUNITY TRANSPORT ADVISER	
	ESSENTIAL
Experience	• Proven experience providing practical advice, capacity building, or operational support to community groups, volunteers, or small charities. • Partnership working with statutory and voluntary organisations and agencies. • 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	• Good understanding (or interest in learning about) community transport schemes and some of the operational knowledge. • 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 both rural and urban transport issues.
Skills	• Ability to understand and interpret legislation and promote good practice relating to the establishment and operation of community transport schemes. • Good representational and presentational skills. • Good understanding of IT and social media. • An ability to prioritise and manage time effectively. • An ability to grasp new ideas and opportunities. • Planning and delivering projects and events. • Diplomacy and patience.
Circumstances	• Ability to work from home with good access to broadband. • Willingness to attend evening and occasional weekend events if necessary. • Access to and ability to drive to communities without public transport.