

**DEVELOPMENT PROJECT MANAGER APPLICATION PACK**

November 2018

###### DETAILS FOR APPLICANTS

Community First Oxfordshire (CFO) invites applications for the above post.

This is a busy, varied and challenging role which requires a self-starter with a range of skills, a flexible approach and a creative mind. The Development Project Manager (DPM) will; manage existing Neighbourhood Planning commissions and seek new opportunities; research, develop and deliver new income-generating services; contribute to fundraising strategies and; contribute to a Community-Led Housing support service.

The following are attached:

* Annex A - Description of CFO and its work
* Annex B - Job description and person specification
* Annex C - Brief details of conditions of employment

#### HOW TO APPLY

Applications should be made on the separate application form (including the names and addresses of two referees) and sent to Tom McCulloch (joint-CEO) at:

* Community First Oxfordshire, Worton Rectory Farm, Worton, Witney, OX29 4SU; or
* tom.mcculloch@communityfirstoxon.org

For an informal discussion about the post please contact Tom McCulloch on 01865 883488.

#### CLOSING DATE FOR APPLICATIONS

#### 5pm, 18 December 2018

#### INTERVIEWS

* Interviews of short listed candidates will take place during the **week of 7 January**
* Applicants who have not received an invitation by this date should assume that they have not been selected for interview.

#### ANNEX A - COMMUNITY FIRST OXFORDSHIRE

**About CFO**

Community First Oxfordshire was founded in 1920 and is the oldest of the 38 Rural Community Councils in England. Community First Oxfordshire follows the example of many other Rural Community Councils (RCCs) whose work is no longer confined to rural areas. We continue to be a part of the national network of RCCs. And we continue to provide the services of a rural community council.

**Our mission and aims**

Our mission is ‘to help communities help themselves’.

We aim to:

* Help communities to identify issues that affect them and to find their own solutions
* Increase participation in community activities and local democratic processes
* Achieve improved provision of local services and facilities
* Promote means of accessing services which cannot be provided locally
* Empower everyone in communities on an equal and inclusive basis
* Influence policies and programmes at national, regional and local level to take account of the specific needs and views of people in rural communities

We strive to provide a trusted local support network for community groups. This includes dedicated expertise in areas such as social action, transport provision, and the management of community-owned facilities such as community halls and community shops. CFO also has a busy Neighbourhood Planning and research consultancy.

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

[www.communityfirstoxon.org](http://www.communityfirstoxon.org)

**ANNEX B - JOB DESCRIPTION AND PERSON SPECIFICATION**

**Title:**

Development Project Manager

**Duration of Employment**:

Full-time @ 35 hours per week

**Salary:**

£28,000 per annum

**Accountable to:**

Joint-Chief Executive

**Job description**:

The Development Project Manager (DPM) will take an active role in the CFO team and will take forward new or improved ideas and concepts to enhance the impact and work of CFO. The DPM will 1- manage existing Neighbourhood Planning commissions and seek new opportunities; 2- research, develop and deliver new income-generating services; 3- contribute to fundraising strategies and; 4- contribute to a Community-Led Housing support service.

Duties will also include:

* Leading or participating in project teams
* Liaising with key stakeholders to ensure they are kept informed of progress
* Preparing clear, concise and accurate reports
* Representing CFO at meetings and events with external partners
* Maintaining a high-level of stakeholder satisfaction with CFO
* Working co-operatively with other members of staff and partner organisations
* Taking part in organisational and personal training as required
* Undertaking such other duties as consistent with the purpose and level of this post as may from time to time reasonably be required.

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| **PERSON SPECIFICATION: DEVELOPMENT PROJECT MANAGER** |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Minimum of GCSE in English and mathematics at Grade C or above
 | * Further/ Higher Education qualification in a relevant subject
* Project management training (and use of p/m software)
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| **Experience** | * Working with statutory and VCS sectors (including volunteers)
* Supporting, starting or volunteering in voluntary and community initiatives
* Managing and successfully delivering projects within budget
* Developing and delivering successful fundraising strategies (including bid writing)
* Working effectively in a team
* Working effectively on own initiative
 | * Community action participation/consultation (as participant or worker)
* Working to a multi-sector project board
* Managing and delivering consultations and events
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| **Knowledge** | * Understanding of community development principles and techniques
* Understanding of Neighbourhood Planning + Community Led Housing processes (or the ability to rapidly learn)
* Understanding of how to work effectively with community groups and individuals
 | * Formal or informal learning relevant to social inclusion and equalities
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| **Skills** | * 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
* Ability to handle challenging situations
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| **Circumstances** | * A full driving licence and access to a car with adequate insurance for use in the course of work
* It will be necessary to attend evening and weekend meetings and events
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**ANNEX C – DEVELOPMENT PROJECT MANAGER - 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 in at CFO offices.

**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

£28,000 per annum.

#### Duration of Employment

#### This is a permanent contract.

**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.

#### Starting Date

#### To be agreed with successful candidate.

#### Pre-employment checks

When a preferred candidate has been identified they should be offered the post, subject to the condition of a satisfactory health check and all other relevant pre-employment checks.

#### 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. hereafter an extra week’s notice will be given for each full year of service up to 12-weeks notice after 12-years service.

**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 Directors.