

**COMMUNITY CONNECTOR**

***APPLICATION PACK - JANUARY 2019***

###### DETAILS FOR APPLICANTS

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

CFO is a charity which helps communities to identify issues that affect them, find their own solutions and achieve improved provision of services. We are seeking a self-starter with a range of skills, a flexible approach and an ability to multi-task. The role will primarily support communities and social action by helping volunteers to create plans and projects, and by developing and delivering training events.

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. Training and support will be offered for specific types of community development work.

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](mailto:tom.mcculloch@communityfirstoxon.org)

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

#### CLOSING DATE FOR APPLICATIONS

#### 5pm, 18 FEBRUARY 2019

#### INTERVIEWS

* Interviews of short listed candidates will take place during the **week of 25 FEBRUARY 2019**
* 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:**

Community Connector

**Duration of Employment**:

Full-time @ 35 hours per week

**Salary:**

£24,471 per annum

**Accountable to:**

Joint-Chief Executive (Tom McCulloch)

**Job description**:

CFO is a charity which helps communities to identify issues that affect them, find their own solutions and achieve improved provision of services. We are seeking a self-starter with a range of skills, a flexible approach and an ability to multi-task. The role will primarily support community volunteers and social action by mobilising local communities to develop projects and action plans, and by developing and delivering training events.

**Main Duties:**

* Support the development of new community projects (facilitating discussions and collaborations, social enterprise, community transport etc) in response to local needs identified in action plans etc. (training and support will be on offer to build up experience)
* Design and deliver training to develop the capacity of community groups and volunteers to engage in social action.
* Encourage the production of community plans and other forms of community projects, which explore local people's needs and wishes and lead to community action plans.
* Promote to local groups and to policy-makers the importance of linking local action plans with strategic plans.

**Other Duties:**

* Behave in accordance with CFO’s 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 CFO partner organisations.
* Take part in organizational 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.

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| **PERSON SPECIFICATION: COMMUNITY CONNECTOR** | | |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Minimum of GCSE in English and mathematics at Grade C or above | * Further/ Higher Education qualification in a relevant subject |
| **Experience** | * Supporting, starting or volunteering in voluntary and community initiatives * Working effectively in a team * Working effectively on own initiative * Managing and delivering consultations and events * Designing and delivering training events |  |
| **Knowledge** | * Understanding of how to work effectively with community groups * Understanding of community development principles and techniques * Understanding of community planning processes |  |
| **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 * Ability to handle challenging situations | * Project management |
| **Circumstances** | * A full driving licence and access to a car with adequate insurance for use in the course of work * Willingness to attend evening and occasional weekend meetings if necessary |  |

**ANNEX C – COMMUNITY CONNECTOR - 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.

**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

£24,471 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.

#### 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.