

HEYFORD PARK COMMUNITY DEVELOPMENT WORKER APPLICATION PACK

February 2019

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. The role is a new position that is partnership funded by CFO, Dorchester Living and Cherwell District Council. The position will be based in Heyford Park and will develop a sense of community and local identity by mobilising local communities to develop projects and action plans. The post is part of an exciting and innovative exemplar placemaking project using an Asset-Based Community Development approach (ABCD).

The successful candidate will help CFO to maintain and develop contacts with communities and promote our 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 application form to the Joint Chief Executive at the address below and should include the names and addresses of two referees.

For an informal discussion about the post please contact Emily Lewis-Edwards on 01865 883488.

CLOSING DATE FOR APPLICATIONS

5pm, 4 March 2019

INTERVIEWS

- Interviews of short listed candidates will take place in Upper Heyford during the week **11 March**
- 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 was 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 community-led planning, community transport provision, and the management of community-owned facilities such as community halls and community shops. CFO also has a busy Neighbourhood Planning consultancy and we are currently assisting some 15 NP groups across Oxfordshire.

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

www.communityfirstoxon.org

DORCHESTER LIVING

About Dorchester Living

Established in 2012, Dorchester Living, the development arm of Dorchester Group of Companies, seeks to add value through strategic long-term investment, focusing on building communities and community infrastructure.

In an ambitious move, Dorchester Group acquired Heyford Park in 2009 from the North Oxfordshire Consortium and gained building consent for 763 new homes. This was one of the UK's largest strategic residential land investments made during the global financial crisis, and serves as the perfect launch platform for Dorchester Living.

Dorchester has over twenty years' experience in property development, having advised and funded many large development projects run by national house builders. The Dorchester Group of Companies have experience in the development of high-end housing in London, and it is through this experience that Dorchester Living was established. Dorchester Living are committed to delivering high quality, bespoke schemes with a particular emphasis on the regeneration of brownfield sites. As a private company, Dorchester are able to take a long-term view of the places we create, enabling us to create not just homes, but entire communities

dorchestergrp.com/dorchester-living

ANNEX B - JOB DESCRIPTION AND PERSON SPECIFICATION

Title: Heyford Park Community Development Worker

Duration of Employment: Fixed term contract to 28 February 2021 @ 21-28 hours per week (negotiable). The post will involve some evening and weekend work

Salary: £24,471 per annum, pro rata (FTE = 35 hours per week)

Actual salary: £14,683 to 19,577 per annum (dependent on hours agreed)

Accountable to: Heyford Park Community Development Partnership

Day to day support:

CFO Joint Chief Executive

This post will be based in Heyford Park with some occasional travel to CFO offices. The post holder will be expected to work with arm's length, day to day support. Face to face support and supervision will be given on a regular basis.

Purpose of job:

The postholder will be expected to work to the nationally accepted values and principles of community development and Asset Based Community Development.

The role will primarily focus on working with the local residents to develop a vibrant and self-sustaining community, establishing:

- A strong sense of local identity, social cohesion and active participation
- Community organisations and events which meet the needs and enhance the daily lives of the residents and which can adapt to the changing needs of Heyford Park's expanding population.

Main Duties:

- Act as first point of contact for new residents
- Identify the true skills, needs and aspirations of all sectors of the Heyford Park community through a variety of interactions and develop and implement an action plan to meet these needs.
- Ensure that existing and emerging community assets and services are meeting the community's needs
- Work with Dorchester Living and other partners to meet these identified needs
- Stimulate local interest in volunteering and community action
- Create and support clubs, associations and other community activity
- Initiate community events
- Ensure there are no barriers either perceived or real that prevent community action and involvement from all sectors of the community
- Ensure a variety of communication channels are used to keep residents informed
- Liaise as required between community, developer and local authority

- Prepare reports for the HPCDP partnership
- Share learning for future developments with partners and wider stakeholders
- Initiate and annually update a community profile, needs analysis and action plan.

Other Duties:

- Behave in accordance with CFO's policies and values and those of the partnership
- Ensure work is completed on time and to a high standard
- Prepare clear, concise and accurate reports
- Represent the partnership at meetings with external partners
- Comply with the partnerships 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

PERSON SPECIFICATION: UPPER HEYFORD COMMUNITY DEVELOPMENT WORKER

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Minimum of 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"> • Working on own initiative and as a lone worker • Working co-operatively • Working with statutory and voluntary sector • Experience of supporting, starting or volunteering in voluntary and community initiatives • Experience of managing and delivering consultations, projects and events • Experience of working with communities with potentially conflicting demands 	<ul style="list-style-type: none"> • Community action participation/consultation (as participant or worker) • Working to a multi-sector project board
Knowledge	<ul style="list-style-type: none"> • Understanding of how to work effectively with community groups and individuals with communities • Understanding of community development principles and techniques • Understanding of multi- agency working • Knowledge of community involvement and engagement techniques 	<ul style="list-style-type: none"> • Formal or informal learning relevant to social inclusion and equalities
Skills	<ul style="list-style-type: none"> • Ability to work well with other organisations • 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 and being able to find new and imaginative ways of doing things • Openness and an ability to adapt style and approach to new situations • Ability to form and maintain appropriate relationships and personal boundaries • Ability to handle challenging situations • A commitment to work for the benefit of individuals and communities 	<ul style="list-style-type: none"> • Project management, including budgeting • Delivering community led learning sessions

	<ul style="list-style-type: none">• An ability to put aside personal agendas and listen with put pre- judging	
Circumstances	<ul style="list-style-type: none">• 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	

ANNEX C – HEYFORD PARK 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 in a suitable location in Heyford Park (with some occasional travel to CFO offices)

Hours of Work

21-28 hours per week to be agreed with the post holder. As is indicated, 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, pro rata (FTE = 35 hours per week) 28 hours per week in total.

Duration of Employment

This is a fixed term contract to 28 February 2021

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

Health

An appointment will be made subject to a satisfactory health declaration by the candidate selected.

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. Permission will be withheld if there is any possibility of conflict with the interests of