

# COMMUNITIES LEAD

APPLICATION PACK - JULY 2019

## DETAILS FOR APPLICANTS

A Communities Lead is being sought to play a key role in setting up, and running, a Hub for Community-Led Housing (CLH) across the Thames Valley. This person will focus primarily on promoting and facilitating the development of community-led housing and providing advice, support and technical assistance to groups involved in community-led housing projects. This role will include exploring creative ways to demonstrate the benefits of CLH in the pursuit of building a strong profile for community leadership within housing development.

Collaborative Housing is a new support Hub for community-led housing groups in the Thames Valley, covering Oxfordshire, Berkshire and Buckinghamshire. We are seeking someone with a range of skills, a flexible approach to self-organisation and an ability to multi-task. You will have great communication skills and be diplomatic, with an ability to take the initiative when opportunities arise. Training and support will be offered.

Collaborative Housing is hosted by Community First Oxfordshire, a community development charity.

The following are attached:

- Annex A - About Collaborative Housing
- Annex B - Job description and person specification
- Annex C - Brief details 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 of Community First Oxfordshire) 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, 12 AUGUST 2019**

## INTERVIEWS

- Interviews of short-listed candidates will take place during the **week of 19 AUGUST 2019**
- Applicants who have not received an invitation by this date should assume that they have not been selected for interview.

# ANNEX A - COLLABORATIVE HOUSING: A SUPPORT HUB FOR COMMUNITY-LED HOUSING GROUPS

## WHAT IS COMMUNITY LED HOUSING?

Types of CLH include community land trusts, co-operatives, Rural Exception Sites, co-housing, self-build, collective self-build.

Three common principles define genuinely community-led housing: 1- The community is integrally involved throughout the process in key decisions like what is provided, where, and for whom. They don't necessarily have to initiate the conversation or build homes themselves; 2- There is a presumption that the community group will take a long-term formal role in the ownership, stewardship or management of the homes and 3; The benefits of the scheme to the local area and/or specified community group are clearly defined and legally protected in perpetuity.

## ABOUT COLLABORATIVE HOUSING

In 2017, representatives from Community First Oxfordshire and Oxfordshire Community Land Trust began discussing the creation of an enabling service for Community Led Housing. Subsequently, **Collaborative Housing** was established, and limited work began with CLH groups in Oxfordshire. In May 2019, we made a successful bid to the government's Community Housing fund to support the further development of Collaborative Housing as a comprehensive support Hub for community-led housing groups.

Sub-regional community-led housing enabling services are being established in many parts of the country, a geographic scale which research argues is considered necessary for the long-term financial viability of an enabling service. Therefore, after discussion with partners at Community Impact Buckinghamshire, Community Council for Berkshire, and others, it was decided to extend the remit of Collaborative Housing across the Thames Valley.

The Collaborative Housing governance committee is comprised of individual experts who:

- have experience and in-depth knowledge of CLH
- have the professional, strategic and political connections to help raise the profile of CLH and generate more CLH projects across the Thames Valley

In its initial phase (1-3 years) Community First Oxfordshire will be the accountable body for Collaborative Housing and employ Hub staff. Subsequently, the intention is to set up a suitable legal entity for the Hub with its own trustees and full independence and autonomy from the initiating organisations.

**Details of our service offer can be found on our website: [Collaborative Housing](#)**

# ANNEX B - JOB DESCRIPTION AND PERSON SPECIFICATION

## **TITLE**

Communities Lead (CL)

## **DURATION**

18 months @ 21 hours per week (with the possibility of extension)

The CL will be expected to work flexibly as required from Hub office locations across the Thames Valley.

## **SALARY**

£32,000 per annum pro rata

## **ACCOUNTABLE TO**

Joint-Chief Executive of Community First Oxfordshire (Tom McCulloch)

## **JOB DESCRIPTION**

1. To provide advice, support and technical assistance to community groups involved in community led housing projects.
2. To assist in promoting and facilitating the development of Collaborative Housing, a support Hub for community-led housing operating across the Thames Valley (Oxfordshire, Berkshire and Berkshire).

## **MAIN DUTIES**

- To undertake community-led housing (CLH) enabling work with community-based organisations to raise awareness and increase the provision of community led affordable housing schemes in the Thames Valley
- To work with and support other Hub staff and Technical Advisers to deliver the CLH programme
- To explain the range of options and structures available to communities that are interested in developing community led housing
- To provide technical assistance to existing and new CLH groups (including process, administration, governance, finance and development issues, with support where appropriate from Hub Technical Advisers)
- To build skills and capacity within communities by providing and /or facilitating CLH training opportunities, support, guidance and advice
- To work within the team to raise awareness and improve the profile of community-led housing through maintaining the Hub website and organising events and activities as part of a communications and publicity programme
- To provide monitoring reports and updates for the manager and Hub governance committee
- To represent the Hub at project meetings and with partners and clients

## **OTHER DUTIES**

- To undertake CLH, organizational and personal training, as required
- To behave in accordance with CFO's policies and values
- Work co-operatively with other members of staff and CFO partner organisations

**PERSON SPECIFICATION: COMMUNITIES LEAD**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education + Qualifications</b>	<ul style="list-style-type: none"> <li>Degree in relevant subject (housing, planning, geography, community development) or equivalent demonstrable qualification and work experience</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate degree or certificate in relevant subject</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 2-years working in housing, community development or similar areas of work</li> <li>Experience of project management and delivery of projects within tight timescales</li> <li>Experience of working with local authorities, housing associations and similar organisations</li> <li>Experience of working with community groups and organisations</li> <li>Experience of facilitating community engagement / development including community consultations + events</li> </ul>	<ul style="list-style-type: none"> <li>Experience of housing development practice and process</li> <li>Experience of establishing community groups</li> <li>Experience of working in the not-for-profit sector</li> <li>Experience of Community Land Trusts or other CLH models</li> </ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of affordable housing issues and policies and of the planning system relating to these issues</li> <li>Knowledge and understanding of housing associations and Homes England</li> <li>Good community development and engagement skills and ability to develop strong and productive working relationships with local communities</li> <li>Excellent written and verbal communication skills</li> <li>Strong social media skills</li> <li>Ability to manage multiple projects</li> <li>Ability to work independently without supervision</li> <li>Strong numeracy &amp; IT skills (Microsoft Office, Word, PowerPoint, Excel), including use of databases &amp; spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of different forms of community led housing</li> <li>An understanding of current policies and issues related to community led housing in communities</li> <li>Knowledge of financial arrangements needed to support development</li> <li>Knowledge of construction processes and procedures</li> <li>Strong analytical skills</li> <li>Monitoring and control of budgets</li> <li></li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>Ability to build relationships quickly and communicate effectively with a wide range of audiences, organisations and individuals</li> <li>Self-motivated and able to create and work to targets with limited supervision</li> </ul>	<ul style="list-style-type: none"> <li>A commitment to sustainability in the context of housing and development</li> </ul>

	<ul style="list-style-type: none"><li>• Willingness and ability to work outside normal office hours and across multiple sites.</li><li>• Strong problem-solving skills and 'can do' attitude</li><li>• An empathy with the housing needs of communities across the county</li><li>• Ability to work as part of a team</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Driving licence and access to a car with adequate insurance for work use</li><li>• Willingness to attend evening and occasional weekend meetings if necessary</li></ul>	

# ANNEX C - COMMUNITIES LEAD: 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 Communities Lead will be expected to work flexibly as required from Hub office locations across the Thames Valley, including CFO offices.

## **HOURS OF WORK**

21 hours per week. The post will involve work commitments outside normal office hours. Time off in lieu for out-of-hours working will be allowed.

## **SALARY**

£32,000 per annum pro rata.

## **DURATION OF EMPLOYMENT**

18-month contract in the first instance, with possibility of extension.

## **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**

To uphold CFO's 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 Trustees.