

COMMUNITY PLANNING OFFICER

28hrs p/w – £32-35k (depending on experience) per annum pro rata

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 Community Planning Officer will: 1- manage CFO's portfolio of Neighbourhood Planning commissions and actively seek new opportunities; and 2- research, develop and assist in the delivery of new, community-focused planning services.

The following are attached:

- Annex A - Description of CFO and its work
- Annex B - Job description and person specification
- Annex C - 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) 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, TUESDAY 14 APRIL

INTERVIEWS

- Interviews of short-listed candidates will take place during the **WEEK OF 20 APRIL**.
- All applicants will be notified whether they have or have not been shortlisted 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 (RCCs) in England. We changed our name because our work is to support communities throughout the county, whether urban or rural, but we continue to be a part of the national network of RCCs.

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

ANNEX B - JOB DESCRIPTION AND PERSON SPECIFICATION

Title:

Community Planning Officer

Duration of Employment:

28 hours per week

Salary:

£32-35,000 (dependent on experience) per annum pro rata

Accountable to:

Joint-Chief Executive

Job purpose:

To manage CFO's current portfolio of Neighbourhood Planning commissions and actively seek new opportunities, and to research, develop and assist in the delivery of new, community-focused planning services.

Main tasks and responsibilities:

- Support and advise communities in the development of Neighbourhood Plans and ensure that communities are drawing up their plans in accordance with relevant legislation and procedures
- Provide specialist planning advice for Neighbourhood Planning groups
- Advise and guide Neighbourhood Planning Groups on the collection of evidence, survey work, consultation processes, examination and referenda of Neighbourhood Plans
- Work with CFO's senior management team to research, develop and co-deliver new planning services to help communities better navigate the planning system to meet their needs and aspirations

Other duties:

- Represent CFO at meetings and events with external partners
- Maintain a high-level of stakeholder satisfaction with CFO
- 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.

PERSON SPECIFICATION: COMMUNITY PLANNING OFFICER

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • RTPI accredited planning qualification • Achieved or working towards Chartered Membership of the RTPI 	<ul style="list-style-type: none"> • Project management training (and use of p/m software)
Experience	<ul style="list-style-type: none"> • Experience of working with statutory and VCS sectors (including volunteers) • Experience in undertaking research and analysis, preparing reports and presentations • Ability to make professional and technical contributions at meetings events etc. to different audiences • Managing and successfully delivering projects within budget 	
Knowledge	<ul style="list-style-type: none"> • Good knowledge of and understanding of the Neighbourhood Planning process • Good knowledge and understanding of the Local Plan process • Good knowledge and understanding of the wider strategic planning environment 	
Skills	<ul style="list-style-type: none"> • Excellent communication skills • Ability to work under pressure and respond to deadlines • Ability to handle challenging situations • Ability to work effectively both in a team and on own initiative • Ability to set and meet challenging goals, creating own measures • Skills of innovation: consulting with stakeholders etc. to improve existing and develop new services to meet community needs 	
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 occasional evening and weekend meetings and events 	

ANNEX C – COMMUNITY PLANNING OFFICER: 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

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

Annual Salary

£32-35,000 (dependent on experience) per annum pro rata.

Duration of Employment

This is 2-year post with the 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

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.