

# COMMUNITY DEVELOPMENT PROGRAMME OFFICER

**28hrs p/w - £22,400 (£28,000 FTE) per annum – 9-month contract**

## Job details

CFO and OCVA invite applications for the above post. We will accept job-share applications.

This is a 9-month project designed to support particular community groups and organisations which have been awarded funds through the Supporting Communities Through COVID-19 fund and also offer support to non-funded groups undertaking relevant activity, as part of Oxfordshire County Council's Contain Outbreak Management Fund (COMF).

The Community Development Programme Officer will proactively offer a range of ongoing support for funded (and non-funded groups) to ensure that projects are able to achieve their aims and communities emerge stronger, with sustainable solutions to the challenges they face. The Officer will help identify outstanding needs and develop solutions accordingly.

The 9-month project sits jointly with Community First Oxfordshire (CFO) and OCVA. The Programme Officer will utilize the range of community infrastructure and training support services, which can be tapped in to by groups and organisations.

## What we're looking for

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 charitable organisations and social action groups to continue and build on the funded projects to support people and groups through the impacts of COVID-19.

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 – you don't need to be an expert in everything!

The following are attached:

- Annex A - Job description and person specification
- Annex B - Brief details of conditions of employment
- Annex C - CFO and OCVA missions and websites

## How to apply

Applications should be made on the separate application form (including the names and addresses of two referees) and sent to Emily Lewis-Edwards at:

- [emily.lewis-edwards@communityfirstoxon.org](mailto:emily.lewis-edwards@communityfirstoxon.org)  
Or send to Community First Oxfordshire, Worton Park Farm, Worton, Witney, OX29 4SU
- For an informal discussion about the post please contact Emily (email above or phone 01865 883488)
- **CLOSING DATE FOR APPLICATIONS – 8PM, 23 APRIL 2021**
- **INTERVIEWS – WEEK OF 26 APRIL 2021**

# ANNEX A

## JOB DESCRIPTION AND PERSON SPECIFICATION

### **Community Development Programme Officer - Supporting groups and organisations to build sustainable capacity**

- **Salary:** £22,400 (£28,000 FTE) per annum
- **Hours:** 4 days a week (28hrs a week)
- **Location:** The area to cover is the county of Oxfordshire. You will be based at home, though there may be a time when you can be based at either OCVA or CFO offices.
- **Contract length:** May 2021 to January/ February 2021
- **Accountable to:** Emily Lewis-Edwards, Joint CEO, Community First Oxfordshire

### Job purpose

To support particular community groups and organisations which have been awarded funds through the Supporting Communities Through COVID-19 funds and support non-funded groups, on behalf of Oxfordshire County Council.

### Main Duties

- Collaborate with the funded local groups and organisations to help them deliver their project aims and meet the needs of the area.
- Provide appropriate support to these groups by offering peer work, advice and support, future funding advice and capacity building services.
- Monitor and report on each funded project by maintaining open dialogues with groups and developing a matrix of grantees and additional support for future work.
- Plan and deliver community engagement activities and events across the area where required.
- Gather content and produce impactful communication materials to promote the service/s.
- Work proactively to link together local residents and service providers and specialist agencies with these groups and organisations to enhance collective working where appropriate.
- Be aware of good practice and other community action to sign post and refer to other interested community groups and activities where required.
- Identify gaps in provision and be proactive in supporting communities to find sustainable solutions.

### Other Duties

- Behave in accordance with CFO/OCVA'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/OCVA at meetings with external partners.
- Comply with CFO/OCVA's 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: COMMUNITY DEVELOPMENT PROGRAMME OFFICER**

|                       | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>  |
|-----------------------|---|---|
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Educated to at least A Level/NVQ Level 3 or equivalent or above</li> <li>• GCSE in English and mathematics at Grade C or above</li> </ul>  | <ul style="list-style-type: none"> <li>• Further/ Higher Education qualification in a relevant subject</li> </ul> |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• Supporting, starting or volunteering in voluntary and community initiatives</li> <li>• Working effectively in a team</li> <li>• Working effectively on own initiative</li> <li>• Working with varied community groups to help bring them together on issues that affect them</li> <li>• Gathering content and producing impactful communication materials</li> <li>• Managing and monitoring funded projects and reporting to varied stakeholders</li> </ul> |   |
| <b>Knowledge</b>      | <ul style="list-style-type: none"> <li>• Understanding of how to work effectively with community groups</li> <li>• Understanding of community development principles and techniques</li> <li>• Understanding of capacity building within grassroots groups</li> </ul>   |   |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>• Very good representational and presentational skills</li> <li>• Very good written and verbal communication skills</li> <li>• An ability to prioritise and manage time effectively</li> <li>• Diplomacy and patience</li> <li>• Ability to handle challenging situations</li> <li>• Project management skills</li> </ul>  |   |
| <b>Circumstances</b>  | <ul style="list-style-type: none"> <li>• Ability to work from home with good access to broadband.</li> <li>• A full driving licence and access to a car with adequate insurance for use in the course of work</li> <li>• Willingness to attend evening and occasional weekend meetings if necessary</li> </ul>  |   |

# ANNEX B

## COMMUNITY DEVELOPMENT PROGRAMME 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 with flexibility of working from home.
- **Hours of Work:** 28 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:** £22,400 per annum (£28,000 FTE)
- **Duration of Employment:** This is a 9-month fixed term contract.
- **Starting Date:** To be agreed with successful candidate.
- **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.
  - **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.
- **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 CEOs.

# ANNEX C - OXFORDSHIRE COMMUNITY AND VOLUNTARY ACTION AND COMMUNITY FIRST OXFORDSHIRE

## CFO vision and mission

**Strong, diverse, inclusive, and thriving communities**

**Supporting communities to find solutions to their planning, housing, social action, and service needs. Promoting positive change for all.**

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

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

## OCVA mission

**Enabling a diverse voluntary and community sector to flourish in Oxfordshire.**

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

[www.ocva.org.uk](http://www.ocva.org.uk)