

# COMMUNITY DEVELOPMENT WORKER – COMMUNITY RESILIENCE

**28hrs p/w - £20,800 (£26,000 FTE) per annum**

## Job details

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

CFO is a community development charity which helps communities and individuals to identify issues that affect them and find their own solutions. We support and advise volunteer-led actions in Oxfordshire, helping hundreds of volunteers fulfil many roles in their communities. We support the principles of Asset-based Community Development. We think that stronger, more sustainable communities are built using the skills and gifts that people already have.

The Community Development Worker will primarily support communities of place and communities of interest in Oxfordshire by working with them to identify opportunities and challenges and find sustainable solutions. This work will both support our ongoing Community Review projects and develop new community projects and training as part of our community resilience (post-COVID) work.

## 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 communities of place and of interest in Oxfordshire by working with them to identify opportunities and challenges and find sustainable solutions. Capacity building work and designing and delivering training is a key feature of this important role.

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 mission and website

## 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 at:

- [tom.mcculloch@communityfirstoxon.org](mailto:tom.mcculloch@communityfirstoxon.org) or send to Community First Oxfordshire, Worton Park Farm, Worton, Witney, OX29 4SU
- For an informal discussion about the post please contact Tom (email above or phone 01865 883488)
- **CLOSING DATE FOR APPLICATIONS – 8PM, 11 JULY 2021**
- **INTERVIEWS – WEEK OF 12 JULY 2021**

# ANNEX A

## JOB DESCRIPTION AND PERSON SPECIFICATION

### Community Development Worker – Community Resilience

Supporting communities in Oxfordshire to identify opportunities and challenges and find sustainable solutions - strong communities are resilient communities.

- **Salary:** £20,800 (£26,000 FTE) per annum
- **Hours:** 4 days a week (28hrs a week)
- **Location:** The area to cover is the county of Oxfordshire. We have a blended work policy and are happy to discuss the best balance of working from home and working at the CFO offices.
- **Contract length:** permanent
- **Accountable to:** Tom McCulloch, Joint CEO, Community First Oxfordshire

### Job purpose

The Community Development Worker will support communities of place and of interest in Oxfordshire to develop resiliency, working with them to find sustainable, community-rooted solutions to the challenges facing them (in particular those linked to post-COVID recovery). This work will deliver our Community Development Training, 'Community Review' and social action support projects and help nurture new community-led initiatives.

### Main Duties

- Design and deliver Asset-Based Community Development training/coaching to develop the capacity and confidence of community groups and volunteers effectively to engage in social action.
- Encourage the production of 'Community Reviews', which help communities take stock, plan ahead and roll out community resilience action plans.
- Support and nurture new community initiatives (facilitating discussions and collaborations, social enterprise, community transport etc.) in response to local needs.
- Promote to local groups and to policymakers the importance of linking local community-led action plans with strategic plans.
- 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 communities 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 engaging with communities to find sustainable solutions.
- Training in Asset-Based Community Development approaches initiatives will be given.

### Other Duties

- Behave in accordance with CFO 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 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>• Working with all sorts of people from different backgrounds and cultures</li> <li>• Gathering content and producing impactful communication materials</li> <li>• Designing and delivering training and coaching sessions for individuals and groups</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 including asset based community development</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 create bespoke training and coaching</li> <li>• An ability to prioritise and manage time effectively</li> <li>• Diplomacy and patience</li> <li>• Ability to handle challenging situations and people</li> </ul>	<ul style="list-style-type: none"> <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:** £20,800 per annum (£26,000 FTE)
- **Duration of Employment:** permanent 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

## 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)