



Oxfordshire Community and Voluntary Action



Oxfordshire Volunteering Vision Officer

30hrs p/w - £22,400 (£28,000 FTE) per annum – 10 - month contract

Job details

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

This is an exciting opportunity to lead on our fresh approach to promoting and developing volunteering across Oxfordshire as part of our countywide recovery from the Covid pandemic.

Oxfordshire Community and Voluntary Action (OCVA) and Community First Oxfordshire (CFO) are looking for someone who is passionate about all forms of volunteering and the impact volunteering has on communities and on individual wellbeing. This role will feed into the County Council's Voluntary and Community Sector (VCS) Strategy as well as support people back into volunteering after Covid.

You will:

- Engage directly with communities and neighbourhoods to build on the legacy of mutual aid
- Strengthen and develop relationships with voluntary and community groups across Oxfordshire, listening to and understanding their needs around volunteers post pandemic
- Record data in OCVA systems and present in an accessible format
- Collect case studies and stories of impact
- Review required improvements to Oxfordshire Volunteers website through focus groups/user insight
- Develop a countywide communications strategy to highlight and celebrate all forms of volunteering
- Collaborate with others to develop and launch a new 'Volunteering Manifesto' for Oxfordshire linked in with the VCS Strategy
- Develop systems of support for underrepresented groups to access volunteering opportunities and build confidence within organisations and community groups to work with volunteers

What we're looking for

We're looking for someone with a passion for Oxfordshire who is ready to make an impact.

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 systems and you'll be linked into our networks– you don't need to be an expert in everything! The key things we are looking for are:

- Strong knowledge and understanding of the voluntary sector
- Knowledge of Oxfordshire and its diverse communities
- Excellent communication skills – written and spoken
- Confident user of social media platforms
- Self- motivated
- Organised
- Able to work to deadlines
- Creative and innovative thinker

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 by submitting a CV and cover letter (no more than 2 sides of A4) explaining how you meet the person specification and job criteria. Please include the names and addresses of two referees. Completed forms can be emailed or posted to Laura Price at:

- laura.price@ocva.org.uk
- For an informal discussion about the post please contact Laura (email above or phone 07787120498)
- **CLOSING DATE FOR APPLICATIONS – 8PM, 27 MAY 2022**
- **INTERVIEWS – WEEK OF 6 JUNE 2022**

ANNEX A

JOB DESCRIPTION AND PERSON SPECIFICATION

Oxfordshire Volunteering Vision Officer

- **Salary:** £22,400 (£28,000 FTE) per annum
- **Hours:** 4 days a week (30hrs 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:** June 2022 to March 2023
- **Accountable to:** Laura Price, CEO, Oxfordshire Community and Voluntary Action

Job purpose

To lead on our fresh approach to promoting and developing volunteering across Oxfordshire as part of our countywide recovery from the Covid pandemic.

Main Duties

- Engage directly with communities and neighbourhoods to build on the legacy of mutual aid
- Strengthen and develop relationships with voluntary and community groups across Oxfordshire, listening to and understanding their needs around volunteers post pandemic
- Record data in OCVA systems and present in an accessible format
- Collect case studies and stories of impact
- Review required improvements to Oxfordshire Volunteers website through focus groups/user insight
- Develop a countywide communications strategy to highlight and celebrate all forms of volunteering
- Collaborate with others to develop and launch a new 'Volunteering Manifesto' for Oxfordshire linked in with the VCS Strategy
- Develop systems of support for underrepresented groups to access volunteering opportunities and build confidence within organisations and community groups to work with volunteers

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: Oxfordshire Volunteering Vision Officer

Knowledge	<ul style="list-style-type: none">• Understanding of how to work effectively with community groups• Understanding of all forms of volunteering and asset-based approaches• Understanding of capacity building within grassroots groups• Understanding of diverse communities	
Skills	<ul style="list-style-type: none">• Social media and communications skills• Very good representational and presentational skills• Very good written and verbal communication skills• An ability to prioritise and manage time effectively• Diplomacy and patience• Ability to handle challenging situations• Project management skills	
Circumstances	<ul style="list-style-type: none">• Ability to work from home with good access to broadband.• Ability to travel around Oxfordshire to meet with community and voluntary groups and organisations• Willingness to attend evening and occasional weekend meetings if necessary	

ANNEX B

OXFORDSHIRE VOLUNTEERING VISION OFFICER - DETAILS OF EMPLOYMENT

- **Employer:** The employer is Oxfordshire Community and Voluntary Action (OCVA), which is registered as a charity (no. 1108504) and as a company limited by guarantee (no. 05363946).
- **Location:** The post will be based at the OCVA offices with flexibility of working from home.
- **Hours of Work:** 30 hours per week. The post may 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 10-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 OCVA business will be paid in accordance with OCVA'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. If you work part-time you will receive a pro rata entitlement.
- **Equal Opportunities:** OCVA 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 OCVA 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

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