

# WELL TOGETHER COMMUNITY CAPACITY BUILDER

**21hrs/3-days p/w - £16,800 (£28,000 FTE) per annum, 2 years fixed term contract**

We are committed to building a culturally diverse workplace and welcome applications from people from diverse backgrounds, particularly from Black, Asian, and Minority Ethnic candidates and people with disabilities, as they are currently underrepresented within our organisations.

## Job details

CFO and OCVA invite applications for the above post – we are looking for a **Community Capacity Builder**.

This is a 2-year position designed to support the delivery and impact of the **Well Together** programme in Oxfordshire, an innovative approach to tackling health inequalities through developing community and voluntary sector activity. Funding for this initiative has been made available via the Integrated Care Board (ICB).

The **Well Together** programme will provide substantial prevention funding directly to existing and new social infrastructure organisations and groups in the 10 priority areas in Oxford, Banbury and Abingdon. Investing directly with anchor organisations and grass roots groups will lead to tangible, high level impacts in prevention, tackling health inequalities at a local level.

As the local Community Capacity Builder, you will play a supportive, capacity building role in delivering this initiative, connecting with local stakeholders and community groups as well as place-based community and voluntary sector groups and local health partners to develop and deliver a community-led plan of actions which will address health inequalities at a hyper local level.

You will work with two other Community Capacity Builders and the Programme Manager to support local groups and charities to co-ordinate their funded offer in your assigned place/s and continue to work with them post-funding to gather data and stories of impact and change, which will be reported back to the ICB on a regular basis.

We are looking for energised but pragmatic people who know how to work with different people and groups on their terms. You will need to be a proactive and organised person who can creatively find a balance between delivering health inequality impacts via grassroot groups and organisations in their patches with a very sensitive and strengths-based approach. This is an exciting project which will make a tangible difference in the lives of individuals and communities affected by health inequalities. This role offers a great platform to develop your community development skills, broaden your local network, and contribute to long term change.

## What we're looking for

We are looking for a creative and organised individual who can proactively support the Well Together programme in the targeted areas in Banbury/Abingdon/Oxford. You will need to be a person who can creatively find a balance between delivering health inequality impacts via grassroot groups and organisations in these areas with a sensitive and strengths-based approach. You will also need to be self-motivated, resilient and be able to multi-task. Experience of community development work and/or volunteering or working with community groups at a hyper local level would be beneficial.

You will enjoy working with all sorts of people, have good communication skills and be diplomatic, with an ability to take the initiative when needed. Training and support are available for the role – you don't need to be an expert in everything! You also won't be alone – CFO and OCVA staff work as a team to support one another.

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 sent to the attention of Emily Lewis-Edwards at:

- [info@communityfirstoxon.org](mailto:info@communityfirstoxon.org)
- For an informal discussion about the post please contact Emily (email above or phone 01865 883488)
- **CLOSING DATE FOR APPLICATIONS – 29 October 2023 8pm**
- **INTERVIEWS – early November 2023 (in-person or online – please note we share our interview questions with you beforehand so that we get the best from each other)**
- Appointments will be made on merit on the basis of a fair and open recruitment process.

# ANNEX A

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Well Together Community Capacity Builder** – supporting the delivery of the health inequalities prevention funding programme to the VCSE on behalf of the ICB

- **Salary:** £16,800 (£28,000 FTE)
- **Hours:** 3 days p/w 21hrs
- **Location:** Hybrid working between CFO and OCVA offices, home and on site
- **Contract length:** 24 months (2 years) from contract start date
- **Accountable to:** Emily Lewis-Edwards, co-CEO, CFO

## Job purpose

To support the successful running of the Well Together programme, working closely with the identified communities (and where appropriate designated 'anchor' organisations) to help with capacity building and to support the co-ordination of timely distribution of funding with readied place-based community groups. You will support the Programme Manager in gathering data and information, which will be regularly reported to the ICB via the Oxfordshire Place Based Partnership to monitor impact against the strategic health priorities.

## Main Duties

- Establish a strong link with your assigned area's stakeholders; identify possible 'anchor' organisations and/or active groups and individuals wanting to act working closely with the Community Health Development Officer and existing health and wellbeing partnerships in each area
- Develop and facilitate a new advisory group or use an existing group to help develop a local proposal for funded activity – each area may respond differently and this where the ability to adapt is important
- Utilise existing community research findings such as Public Health's Community Insight work to help inform the activity plan over the 2-year period
- Ensure the effective dispersal of funding for the specific area is completed
- Support residents and groups to lead on community projects and the collection of data and case studies to support the initiatives

- Proactively gather and collate project activity data, testimonials and stories and report these back to the Programme Manager
- Work with your fellow Community Capacity Builders in supporting the Programme Manager and OCVA/CFO CEOs to facilitate the smooth running of the Well Together Advisory Board
- Support the communications colleague to promote progress and activity taking place through the Well Together programme

## 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.

<b>PERSON SPECIFICATION: WELL TOGETHER COMMUNITY CAPACITY BUILDER</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• GCSE in English and mathematics at Grade C or above</li> <li>• Educated to at least A Level/NVQ Level 3 or equivalent or above</li> <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>• Developing and facilitating advisory/steering group meetings</li> <li>• Managing and monitoring funded projects and reporting to varied stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Success in supporting/delivering community-led projects which have resulted in meaningful change</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of how to work effectively with diverse community groups and the Voluntary Sector as a whole</li> <li>• Understanding of community development principles and techniques</li> <li>• Understanding of capacity building within grassroots groups</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding health priorities and how these can be addressed at a hyper local level</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding complex monitoring systems and how they can be simplified for the grassroots groups</li> <li>• A knowledge of community participation techniques</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Diplomacy and patience</li> <li>• Very good representational and presentational skills</li> <li>• Very good written and verbal communication skills</li> <li>• Good IT skills including Microsoft Office, databases and social media</li> <li>• An ability to prioritise and manage time effectively</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>• Ability to travel independently around Oxfordshire to visit groups and organisations</li> <li>• Confidence in working 'on the ground' in a community</li> <li>• Willingness to attend evening and occasional weekend meetings if necessary</li> </ul>	

## ANNEX B

# WELL TOGETHER COMMUNITY CAPACITY BUILDER - 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:** 21 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:** £16,800 per annum (£28,000 FTE)
- **Duration of Employment:** fixed term contract (2-years).
- **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. 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 Equity, Equality, Diversity and Inclusion 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)