

COMMUNITY OUTREACH WORKER (STOP SMOKING)

21hrs p/w (3-days a week) - £17,808 (£29,680 FTE) per annum (1-yr fixed term)

Community First Oxfordshire is a charity striving for diversity in our small team. If we are delivering services to support all people and all communities, then we need to make sure our team is inclusive. We welcome applications from people of all backgrounds and ages.

Job details

Community First Oxfordshire invite applications for the above post.

The Community Outreach Worker will lead on our new Stop Smoking outreach work in the community to build connections and work with identified people to help them begin their journey to stop smoking. This will involve working with two of our current Community Development Workers to help map activities and events where outreach work will be most effective across the county. You will also work with, and be trained by, the Stop Smoking Service within the County Council. This is a new outreach service which Community First will trial for 1-year with the idea that it will become a longer-term project.

Community First 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.

What we're looking for

We are seeking a self-starter with a range of skills, a flexible approach and an ability to link in with all sorts of people from all sorts of backgrounds. The role will focus on identifying and supporting Oxfordshire residents to stop smoking by signing up to and completing the Stop For Life support services. This is a 1-year outreach programme, which we are keen to make a success of with your help.

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. Experience of community development work and/or volunteering or working with community groups and individuals at a hyper local level would be beneficial. Training and support will be offered for specific types of Stop Smoking services and community development work – you don't need to be an expert in everything, as it's all about your motivation and kindness!

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 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 application can be sent to the attention of Emily Lewis-Edwards at:

- info@communityfirstoxon.org
- For an informal discussion about the post please contact Emily (email above or phone 01865 883 488)
- **CLOSING DATE FOR APPLICATIONS – 8 December 2024 at 8pm**
- **INTERVIEWS – From 11 December 2024 (in-person or online)**

ANNEX A

JOB DESCRIPTION AND PERSON SPECIFICATION

Community Outreach Worker (Stop Smoking)

The Community Outreach Worker will lead on our Stop Smoking outreach work in the community to build connections and work with identified people to help them begin their journey to stop smoking.

- **Salary:** £17,808 (£29,680 FTE) per annum
- **Hours:** 3 days a week (21hrs 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 between working from home and working at the CFO offices.
- **Contract length:** fixed term – 1 year
- **Accountable to:** Emily Lewis-Edwards, co-CEO, Community First Oxfordshire

Job purpose

The Community Outreach Worker will lead on our Stop Smoking outreach work in the community to build connections and work with identified people to help them begin their journey to stop smoking. This will involve working with two of our current Community Development Workers to help map activities and events where outreach work will be most effective across the county. You will also work with, and be trained by, the Stop Smoking Service within the County Council. This is a new outreach service which Community First will trial for a 1-year with the idea that it will become a longer-term project.

Main Duties

- To map out and plan a year of community outreach work with identified events, activities and other places where you will directly engage with people who may benefit from support in stopping smoking.
- To understand and promote the Stop Smoking service and help others understand what it involves through clear and accessible communication. Work with the Smoking Cessation Champions where possible.
- Provide practical support to help individuals to sign up to the Stop Smoking Services – this may include walking alongside them for a while so that they feel confident to start the process and regular checks on progress if needed.
- Liaise with and act on feedback from the Stop For Life Team (SFLT) if those referred have been uncontactable by the SFLT or drop out of the programme.
- Liaise with other agencies and charities to pick up referrals and ensure we enhance the work in Oxfordshire rather than duplicate.
- Keep records of activities and interventions and inform other staff of relevant issues.
- Collate the records, data trends and impacts for regular reporting. We also value learnings and feedback from you and the people you are supporting as much as the data provided.
- Coordinate and help lead the monthly Working Group with Community First and the Stop Smoking team at the County Council – update reports will be necessary for these along with the next steps.
- Help to gather content and produce impactful communication materials to promote the service/s.
- Work proactively to link together individuals with other relevant service providers and specialist agencies to help support them to live healthily (and happily).

Other Duties

- Actively promote equal opportunities and value diversity in everything you do.
- 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 OUTREACH WORKER		
	GOOD TO HAVE	EXTRA BUT NOT NECESSARY
Experience/Knowledge	<ul style="list-style-type: none"> • Experience of working in an outreach setting • Understanding 1:1 support work • Understanding the effects of smoking and how best to communicate the Stop Smoking language to people (training will be provided) • Working with all sorts of people from different backgrounds, cultures and ages 	<ul style="list-style-type: none"> • Understanding of community development principles and techniques
Qualifications	<ul style="list-style-type: none"> • Good standard of education (GCSE in English and mathematics at Grade C or above) 	<ul style="list-style-type: none"> • Further/ Higher Education qualification in a relevant subject
Personal skills/Competencies	<ul style="list-style-type: none"> • To be able to advise, guide and persuade others • To be approachable, empathetic and actively listen • An ability to work on your own initiative, assess priorities against targets and meet deadlines. • Have very good verbal written communication skills – effective at all levels • Have very good organisational skills. An ability to prioritise and manage time. • Ability to work with clients, colleagues and partners in an effective and tactful way. • Good representational and presentational skills • Ability to handle challenging situations and people 	<ul style="list-style-type: none"> • Project management skills • Social media and communication skills • Counselling skills
Circumstances	<ul style="list-style-type: none"> • Ability to go to events and activities across the county at different times. • Ability to work from home with good access to broadband. • Willingness to attend evening and occasional weekend meetings if necessary 	<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

ANNEX B

COMMUNITY OUTREACH WORKER - 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 involves working in communities across the county, along with working from home and at the CFO offices.
- **Hours of Work:** 21 hours per week. The post will involve work commitments outside normal office hours. Time off in lieu when working over 21hrs per week will be allowed.
- **Salary:** £17,808 per annum (£29,680 FTE)
- **Duration of Employment:** 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

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