

Job Description

Post:	Community Development Lead
Team:	Oasis Community Partnerships
Responsible to:	OCL Managing Director of Community
Responsible for:	1-2 Hub Leaders
Key Relationships:	National Community Director, wider OCP Leadership team, Hub Leaders, Hub staff and volunteers, Principals and Academy Leadership teams, Hub Councils
Salary:	35-39 (National and Outer London), 36-40 (Inner London) + Local Government Pension scheme
Location:	National
Working Pattern:	0.8 FTE, 32 Hours per week, 52 weeks per year (Permanent)
Unsocial working:	Weekend and evening working is required but time off in lieu is given in accordance with current Oasis policy

Context:

Oasis Hubs are local places of activity that provide integrated, high quality and diverse services to benefit the whole person and the whole community. The Oasis ethos stems from our Christian roots and is an expression of our character - it is a declaration of who we are and therefore the lens through which we assess all we do. This is encapsulated by the following five statements: a passion to include everyone; a desire to treat everyone equally, respecting differences; a commitment to healthy and open relationships; a deep sense of hope that things can change and be transformed; a sense of perseverance to keep going for the long haul.

An Oasis Hub is a community movement and the joining together of all the work Oasis does in any one place, which could include foodbanks, debt advice centres, family support and advice services, healthcare, youth work, children's work and formal education through Oasis primary and secondary Academies. The purpose of the Hub is to serve the whole person and the whole community and to ensure that people are able to flourish socially, physically, emotionally, spiritually, educationally, environmentally, morally.

Whilst Hubs are the vision of the Oasis family as a whole the Hub charities, responsible for youth and community work and charitable fundraising, sit within OCP. The OCP leadership team are responsible for growing and sustaining youth and community work within Oasis, whilst also working with the wider organisation to work towards the Oasis vision.

Purposes of Job:

The role of Community Development Lead has been created to work within the OCP core leadership team, recognising the rapid growth in OCP in recent years, and anticipated future growth. This new role will put in place additional support structures for community work and Hub charities to compliment line management systems, providing targeted support as required.

- Provide targeted support to Hub Leaders in high support category
- Work with CEO and National Community Director to coordinate the CPD programme for all Hub Leaders and wider community teams

- Support the development of Lead Practitioners and oversee the Lead Practitioner strategy
- Coordinate support offer to Community Project workers within OCL

Strategic Responsibilities:

1. Targeted support to Hubs that require intensive support (generally this will be newer Hubs, but could also be Hubs that have gone through a leadership change, or those that have had to go through a significant restructure). Support should be offered through a hybrid of group and one-one support, in close liaison with the National Community Director

- Implementation of team support for Hub Leaders in the high support category. Initially this should be outworked as one/two groups of Hub Leaders meeting on a regular basis for intensive training and peer support covering the key aspects of a Hub Leader role.
- Facilitate planning and strategy at a local level within the Oasis governance model, working with Hub Leaders on their short/medium/long term planning
- Support the creation of fundraising strategies with Hub Leaders that are regularly monitored and reviewed, encouraging peer review of funding bids
- Oversee the induction/coaching programme for new Hub Leaders alongside their named line manager
- Line Management of 1-2 Hub Leaders, utilising the OCP systems, including in relation to compliance regarding policy, systems and monitoring and evaluation. (Hub Leaders TBC depending on location.)

2. Working with CEO and National Community Director to coordinate the CPD programme for Hub Leaders, community project workers, Hub staff teams and volunteers.

- Establish regular use of action learning sets for peer-peer support for Hub Leaders, working within their identified support levels.
- Work with the OCP core leadership team, especially the Community Movement lead, to help create a shared sense of national community movement across all teams, encouraging Hub teams to outwork this in their local context.
- Work with leadership team and network, liaising with key partners to agree the CPD and training offer across the Hubs, include safeguarding, H&S, data, monitoring and evaluation tools etc.
- Work with OCP core team to agree a core training offer across all of OCP, including the Hub Council training, ensuring that all training is accessible to those it is relevant to.
- Establish agreed induction plans for new starters in OCP/community roles across Oasis.

3. Responsibility for the Lead Practitioners within OCP (currently in youth work, advice and guidance and family support).

- Provide support in a group forum, agree action plans for each practice area and monitor progress.
- Ensure Lead Practitioners are fully integrated into the OCP extended leadership team.
- Monitor development of networks overseen by Lead Practitioners, ensuring they are integrated into the OCP strategy.
- Involve Lead Practitioners in CPD and training offer within OCP.
- Monitoring of engagement with Lead Practitioners and following up with Hub Leaders/line managers as appropriate.

4. Co-ordinate the programme of support to community project workers

- Ensure that OCL community project workers are linked into OCP training and networks as appropriate.

- Work alongside cluster leads to monitor progress of CPW, identifying opportunities for Hub development as appropriate.
- Maintain an up-to-date record of CPW's within OCL, where they are employed and their key link within OCP.

Relationships/Partners:

Internal: OCP Leadership team, Wider Oasis leadership teams, Hub Leaders, Hub staff and volunteers, Principals and Academy Leadership teams, Hub Councils

External: Training providers, other youth and community organisations

General

- To support and contribute to the purpose of Oasis
- To carry out any other duties as may reasonably be required by your line manager
- To take every opportunity to raise support for Oasis
- Actively to participate in the wider life of Oasis (staff meetings, training etc)

Physical Activities

- Keyboard and VDU use are a significant aspect of this role

Safeguarding children, young people and vulnerable adults

Oasis is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Person Specification: Community Team Development Lead

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Education to degree level or equivalent and /or relevant professional qualification in community development or teaching • Evidence of recent commitment to own professional development • Recent relevant training in Management and Leadership/ Extended services/ Community Development 	
Experience	<ul style="list-style-type: none"> • Experience of leading community delivery • Experience of growing projects from the initial start-up phase through to maturity • Development of partnerships with other schools, business and the community • Experience of effectively managing delegated budgets/public funds • Ability to act strategically and to be involved in direct delivery • Recent experience of working with young people and communities • Experience of strategic management within a school, statutory, voluntary or commercial organisation • Proven record of successful leadership of a community project or an area of school development at a senior level working with other partners • Innovative use of resources • Evidence of sustained development and improvement in significant projects • Competitive bidding and budget management to maximise funding • Experience of working with numerical data and the ability to produce accurate and detailed statistical analysis and reports • Experience/knowledge of MS office 	<ul style="list-style-type: none"> • Recent senior leadership experience in extended services and/or specialist school
Knowledge	<ul style="list-style-type: none"> • Thorough knowledge and understanding of the principles, developments and best practice of the Community work and its potential for raising standards 	<ul style="list-style-type: none"> • Knowledge of local community opportunities and issues

	<ul style="list-style-type: none"> • Innovative approaches to working with students, parents, staff and the local community • Understanding of the practical application of Equality, Diversity and Inclusion • Possible sources of external funding and principles of effective bid writing • Knowledge of safeguarding and promoting the welfare of children and young people • Knowledge and understanding of principles and practices of marketing • Effective review and evaluation procedures • Knowledge and application of ICT systems, budget planning and accounting, health and safety law, and equal opportunities 	
<p>Skills</p>	<ul style="list-style-type: none"> • Proven ability to grow and lead teams • Experience of senior leadership • • Excellent communication, presentation and ICT skills • Excellent interpersonal skills and ability to influence others • Ability to work strategically and collaboratively to lead and manage change, and to direct and co-ordinate the work of others • Competent co-ordinator, able to inspire and motivate all members of a Hub community • Ability to anticipate and problem solve • Creative and flexible thinker • Excellent prioritisation and time management skills and the ability to work effectively and efficiently within set deadlines and tight timescales • High levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information gained as a result of working within a Hub community 	<ul style="list-style-type: none"> • Experience of working in a highly confidential environment

	<ul style="list-style-type: none"> • Make decisions based on analysis, interpretation and understanding of relevant data and information • Develop, maintain and use an effective network of contacts 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Entrepreneurial • Has a vision for facilitating the development of community services and chaplaincy • Energy, enthusiasm and flexibility • A positive outlook on life • Ability to work under pressure and determination to succeed • Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with children, young people, families and the local community • Ability to form and maintain appropriate relationships and personal boundaries with children, young people and adults • Emotional resilience in working with challenging behaviours Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	