# Job Description

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| **Title:** | Strategic Community Development Leader |
| **Team:** | Oasis Community Partnerships |
| **Location:** | Oasis Oldham (Hollinwood and Leesbrook/Clarksfield) |
| **Hours:** | Full-time (40 hours per week) |
| **Grade:** | Grade C |
| **Unsocial working:** | Weekend and evening working is required but time off in lieu is given in accordance with current Oasis policy. |
| **Report to:** | Regional Youth and Community Director |
| **Line Management:** | Youth and Community staff team and volunteers & as appropriate |
| **Working with:** | Principal(s) and other Academy Staff, Local Authority, Local Voluntary, Community and Faith Organisations, Volunteers, Key Local Businesses |

**Context:**

**National 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.

**Local Context of the Hub**

The Oasis Oldham Hub charity is at an exciting stage of development. We are looking to appoint a dynamic strategic leader to develop and grow our children's youth and community work across the two separate Oasis Hub communities that work together to form the Oldham Hub charity. The two Hubs are Hollinwood and Leesbrook/Clarksfield. This role will oversee a team of staff and volunteers in each Hub community, bringing strategic oversight to ensure the teams work together under the one hub charity to achieve the shared vision.

Alongside the children's youth and community work, the Hub charity covers the work delivered across 4 Oasis Academies: OA Oldham and OA Limeside in the Hollinwood Hub and OA Leesbrook and OA Clarksfield in the Leesbrook/Clarksfield Hub. A significant part of this role will be to work closely with all the academies developing children, youth and community work that supports the children, young people and families in academy communities ensuring synergy between the community plan and the individual academy plans.

A key aspect of this role will be to ensure the sustainability of this core team therefore fundraising across the income generation spectrum (donors, grants and trusts, commissioned services and traded services) will be a priority.

The work in Hollinwood has been established for over 10 years whilst the work in Leesbrook/Clarksfield has grown with the opening of new academies in the past 4 years. Both Hubs include holiday schemes, afterschool and lunchtime clubs and a range of enrichment activities. We also have a strong food poverty programme and extensive community activity programs in both locations.

A number of strong partnerships exist and support opportunities with adult education classes, wellbeing groups, alongside advocacy/family support and volunteering opportunities. The communities are rich in people, talents, lived experience and community spirit, whilst living in the face of multiple deprivations and daily challenges.

An Oasis Hub is a community movement and the joining together of all the work Oasis does in any one place. In Oldham, the Strategic Community Development Lead will be responsible for ensuring the children's youth and community work supports the work of the academies and be a caretaker for the overarching Oasis Ethos.

**Purposes of Job:**

This post has been created in order to strategically lead the development of the Community Hub Charity and support the two Hubs, their Academy(ies) and wider local community, and to hold the vision of integrated community development, which will include a range of engagement opportunities such as advice services, emergency support services, children's/youth work, targeted families work, chaplaincy and where appropriate church development.

- Lead the direction of the local community provision, plan, resource, coordinate the delivery and measure the impact of the Community Hub plan that supports the Hub development holistically across all of the areas.
- Build positive and supportive working partnerships with the community, local voluntary, community and faith groups, public sector and private sector organisations including local educational settings to deliver a Community Hub plan that addresses the wider socio-economic barriers that children and young people experience.
- To lead the Hub towards the vision of developing integrated community provision involving the community and academy(ies).
- To develop an Oasis movement, where those affiliated with Hub are involved in the planning, delivery evaluation and sustainability of activities and services.
- To develop wide ranging advice and community support provision including:
    - Foodbanks, clothes banks, fuel banks
    - Debt advice, legal advice, benefits advice, jobs clubs
    - Resilience building provision (financial planning, healthy eating etc.)
    - Youthwork/children's work
    - Family support services
    - Community relationship building provision (community events, befriending schemes etc.)
- Work in close partnership with key stakeholders including Academy Principals and staff, and local community leaders.
- To lead the Community Hub strategic development, particularly around communication, income generation strategy and monitoring and evaluation and reporting.

- To have responsibility for systems development and management across the Community Hub Charity including all policy and procedures such as financial management, health and safety, safeguarding etc.
- To grow a team of staff and volunteers to deliver the objectives in the Hub Community Plan that directly support students and their families in the Academy(ies) and members of the local community.
- Where appropriate to support the growth of a team who are able to develop a culturally relevant expression of Church as part of the Hub.
- To ensure the Oasis ethos permeates all work across the Hub.

***N.B. the Strategic Community Development Lead has both strategic and delivery responsibilities and will therefore deliver some aspects of the community plans.***

**Strategic Responsibilities:**

1. The development of a contextually appropriate vision and strategic community plan for the Hub
    - To work with all leaders across the Hub to develop a Hub vision and strategy that is informed by a local needs assessment and community voice and then worked out through the community plan and the Local Academy One Plan.
    - To identify and maintain good working relationships with key local partners to support delivery of the Community Hub plan.
    - To be responsible for income generation across the Community Hub in order to sustain the core team and grow the breadth of provision and the team that is able to deliver the Community Hub plan.
    - The development of a team that can grow an Oasis Movement (a community of people who support the life of the Hub and particularly provide time and finances to support community delivery). Ensures youth and community voice is at the core of Community Hub development.

2. The development of key community provision to benefit the wider community – provision may include the following:
    - Advice and Support: to develop advice, support and resilience services including food pantries, debt advice, legal advice, benefits advice, financial planning services, jobs clubs.
    - Youth and Children's: to develop youth work and children's work services such as youth clubs, mentoring, NEET, transition clubs, after-schools provision.
    - Family Support; to develop family support services including stay-and-play groups, young mum's groups, parenting, holiday provision, one to one family support.
    - Personal Development: to develop community learning provision including adult education, volunteering opportunities, literacy services.
    - Community Empowerment: to develop community relationship building provision including coffee shops for parents, community events, gardening and growing projects, arts and crafts, befriending/mentoring schemes.
    - Health: to develop provision that responds to community members holistic health

needs, including cooking workshops, mental health support and sports groups.

- Housing: to work with local housing providers to develop appropriate housing solutions for the local community, including housing advice and housing provision.
- Education: to work with colleagues in Oasis Community Learning to ensure that community provision is integrated with formal education provision in the local community, including mentoring and holiday provision.
- To work with the Academy Principal(s) and other members of the Hub Leadership Team to develop a chaplaincy team to serve the staff, students, and the wider community.

3. To lead the Hub income generation strategy
    - To be responsible for income generation for the local Community Hub Charity by creating an income generation strategy across different income stream e.g., fundraising/donor, grant funding, commissioned services, and traded services.
    - To provide timely reporting to funders through the monitoring and evaluation systems.
    - To work closely with the national Oasis fundraising team to fundraise locally, regionally and nationally.
    - To develop and nurture relationships with local, regional, and national funders.
    - To achieve personal restricted and unrestricted fundraising targets as determined by your line manager including for staffing.

4. Monitoring and Evaluation
    - To ensure the Community Hub can demonstrate impacts through a clear monitoring and evaluation plan for all aspects of Hub delivery including the use of outcome tools such as Youth Star and Family star plus.

5. To develop programmes of work with children and young people that have clear objectives and outcomes, ensuring that systems and process are in place to track impact. Championing the EVIDE Impact tracker, the customer management and impact tracker, ensuring staff have the training and support to ensure that data is captured and recorded efficiently and effectively.

6. People management
    - To grow the staff and volunteer team in order to deliver the community Hub plan.
    - To provide line management and staff support within the Oasis ethos.
    - To ensure staff have the appropriate access to professional development opportunities.
    - To lead regular community Hub team meetings
    - To ensure the team are linked into relevant regional and national Oasis networks.
    - To champion and understand the practical application of equality, diversity and inclusion within the team and volunteers.

7. The communication of the Hub vision

- To articulate the Oasis vision and ethos internally and externally.
- To communicate the Community Hub offer to the wider community.
- To communicate the work of the Hub to local stakeholders and partners and to be a key representative of the Hub.
- To be responsible for the communication strategy of the local Community Hub including all media.

8. To ensure that Hub Policy and Systems are effectively managed and developed at a local level:
    - To work alongside the national service teams to enact service delivery at a local level i.e. being responsible for all Hub systems (excluding Academy systems) including, but not limited to the local outworking of finance, HR, safeguarding data protection, and health and safety.
    - To have strategic oversight and management of Hub finances and responsibility for the Hub budget.
    - Work with the Line Manager to ensure that all Hub delivery is compliant with OCP and other Oasis policies and procedures, and to ensure that there is a local lead for key policy areas. Where appropriate, to develop new Hub policy.
    - To ensure that local Hub staff and volunteers are trained in the key policy and systems areas relevant to their role.
    - To provide regular reports for the OCP leadership team and the OCP local Community Hub Charity Board e.g., finance, audit and risk, Board reports, Directors reports,

**Relationships/Partners:**

**Internal:**

CEO OCP, Operations Director, Regional Youth and Community Director, Hub Leaders, Academy Leadership Team(s), Volunteers

**External:**

Local Authority, Local Partners including universal, targeted and specialist services, schools, police, social care, private and voluntary sector, and some adult services.

**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.

# Strategic Community Development Leader Person Specification

| | Essential | Desirable |
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| **Qualifications** | • Education to degree level or equivalent and /or relevant professional qualification in community development or teaching<br>• Evidence of recent commitment to own professional development | • Recent relevant training in Management and Leadership/ Extended services/ Community Development |
| **Experience** | • Experience of leading community delivery<br>• Experience of growing projects from the initial start-up phase through to maturity<br>• Ability to act strategically and to be involved in direct delivery.<br>• Recent experience of working with young people and communities<br>• Experience of strategic management within a school, statutory, voluntary or commercial organisation<br>• Proven record of income generation<br>• Proven record of successful leadership of a community project or an area of school development at a senior level working with other partners<br>• Innovative use of resources<br>• Evidence of sustained development and improvement in significant projects<br>• budget management to maximise funding.<br>• Experience of working with numerical data and the ability to produce accurate and detailed statistical analysis and reports. | • Development of partnerships with other schools, business and the community<br>• Recent senior leadership experience in extended services and/or specialist school<br>• Experience of effectively managing delegated budgets/public funds<br>• Experience of Charity Management |

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| | • Experience/knowledge of MS office | |
| **Knowledge** | • Thorough knowledge and understanding of the principles, developments and best practice of the Community work and its potential for raising standards.<br>• Thorough knowledge of developing an income generation strategy<br>• Innovative approaches to working with students, parents, staff and the local community.<br>• Understanding of the practical application of Equality, Diversity, and Inclusion<br>• Possible sources of external funding and principles of effective bid writing<br>• Knowledge of safeguarding and promoting the welfare of children and young people<br>• Effective review and evaluation procedures<br>• Knowledge and application of ICT systems, budget planning and accounting, health and safety law, and equal opportunities<br>• Knowledge of communication through various media | • Knowledge of local community opportunities and issues<br>• Knowledge and understanding of principles and practices of marketing. |
| **Skills** | • Proven ability to grow and lead teams.<br>• Excellent communication, presentation and ICT skills<br>• Excellent interpersonal skills and ability to influence others.<br>• Ability to work strategically and collaboratively to lead and manage change, and to direct and co-ordinate the work of others.<br>• Ability to anticipate and problem solve. | • Experience of senior leadership<br>• Experience of working in a highly confidential environment |

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| | • Creative and flexible thinker<br>• Excellent prioritisation and time management skills and the ability to work effectively and efficiently within set deadlines and tight timescales.<br>• High levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information.<br>• Make decisions based on analysis, interpretation and understanding of relevant data and information.<br>• Develop, maintain and use an effective network of contacts | |
| **Personal Qualities** | • Entrepreneurial<br>• Enthusiasm and flexibility<br>• Ability to work under pressure and determination to succeed.<br>• Commitment to safeguarding and promoting the welfare of children and young people.<br>• Willingness to undergo appropriate checks, including enhanced DBS checks.<br>• Motivation to work with children and young people.<br>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.<br>• Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline.<br>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. | |