



## **Oxfordshire Community and Voluntary Action**

### **Bullington Community Coordinator**

**Hours:** 30 hours per week

**Location:** Office based in Oxford with working from home. Also, outreach visits across Thames Valley area.

**Reports to:** Business Development Officer, OCVA

**Salary:** £28,000 (FT equivalent £34,533)

**Job Type:** Fixed term contract for 2 years (starting in November 2024) (6 month probationary period)

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### **Background**

The Bullington Community Connections Project has been running since November 2022 working to build positive interconnections between HMP Bullington and the community, with a view to:

- contributing to the reintegration of individuals into the community through engagement in purposeful activity, the learning of new skills, opportunities for building self-esteem and a sense of belonging as well as through the building of positive relationships with officers and members of the community.
- contributing to a reduction in offending behaviour by creating new networks of support and opportunities in local communities.

The project currently employs a full-time Community Connections Officer at HMP Bullington, and support is provided by Oxfordshire Community and Voluntary Action as a Community Partner to achieve the overall purpose of building interconnections. This purpose is achieved in three ways:

a) the initiation of projects and partnerships between the community and prison, to generate opportunities for purposeful activity and to facilitate individual relationship support inside and outside the prison.

b) the facilitation of effective working by other services: assisting services and partners to navigate the best route to delivery through introductions, connections, system and policy navigation, information-giving and support for colleagues and partners.

c) enabling and supporting prison staff to link individuals to specific services that offer social and emotional support on release.

The Bullingdon Community Connections project is overseen by a Steering Group of partner agencies who have recognised the need to embed and extend the project, increasing new relationships, partnerships and activities. Given the number of community and voluntary sector organisations in the community into which men are released, there is a need to explore geographic extension as well as expanding existing engagement in Oxfordshire.

Funding has been secured to extend the project for a further two years from November 2024.

The new community-based post will be managed by OCVA with a remit to extend the reach of all aspects of the project. In collaboration with the existing Community Connections Officer, it will build further connectivity between the prison and more of its local communities, initiating more engagement in the prison. Linking more grassroots and larger organisations with the prison will increase the connections and opportunities for individuals on release. This will include involving Voluntary and Community sector (VCS) Infrastructure charities across Thames Valley to support the work within their areas.

## **About OCVA**

OCVA offers tools, connections, support, and know-how to help people, groups and organisations to develop things that matter and make a difference every day in our communities.

We also invest in building relationships with all levels of local government and work with many other local, regional and national system leaders and partners to enable the voluntary sector to contribute to the best outcomes for all the people of Oxfordshire.

OCVA is committed to empowering and enabling communities to tackle the inequalities they face and to building a strong, vibrant and inclusive Oxfordshire.

We achieve this through:

- Information and advice on every aspect of setting up and successfully running a community group, charity or other non-profit
- An exciting schedule of training, with lots of courses to choose from each month
- A membership programme which provides access to training discounts, special benefits and the strength of a collective voice
- A volunteer-matching service where you can recruit volunteers or find your perfect volunteering opportunity
- Developing ways to connect with, learn from and build new opportunities with other individuals and organisations from across the county

- A commitment to making sure that the all the diverse voices of the voluntary and community sector are represented and heard
- A passion for tackling the systemic causes and impacts of inequality so that, together we can build a community where everyone can contribute and thrive

### **About the role**

As the Bullingdon Community Connections Coordinator you will work with the Community Connections Officer (CCO) to initiate and develop projects and partnerships between the community and prison, to generate opportunities for purposeful activity contributing to the reintegration of individuals into the community.

The role will encompass building further connectivity between the prison and more of its local communities, linking grassroots and larger organisations with the prison and increasing the connections and opportunities for individuals on release. This will include involving Voluntary and Community sector (VCS) Infrastructure charities across Thames Valley to support the work within their areas.

The funding for this post is ring-fenced funding for the purpose outlined in this job description

### **About you**

You will be joining us at an exciting time in the development of Bullingdon Community Connections Project. You will have a passion for community work and a good understanding of the Voluntary Sector. Your day-to-day work will be varied and will involve liaising with a variety of groups and organisations. We are looking for someone who is self-motivated, supportive and has good communication skills. This role is a fantastic opportunity for someone who loves to network, to communicate with others and contribute to life-changing work.

As a small charity with a wide-ranging brief, we value working as a team. This role will be fully integrated, ensuring that you understand our work and ethos and can play a full role in the organisation.

Travel expenses/mileage will be reimbursed as the role will involve travel across the Thames Valley area.

### **Key Responsibilities**

- To develop a good understanding of the offer from voluntary and community groups related to the needs of the project
- To work with voluntary and community groups to build capacity and support their development to engage with the project and help to identify grants to support this

- To work in partnership with the CCO to increase the links between the prison and the Oxfordshire/ Thames Valley community
- To build an understanding of and connections with the prison through the CCO
- To lead on the community-based elements of the project whilst working closely on this with the CCO
- To facilitate connections with and between other relevant agencies already working in offender management in the community
- To explore models for creating further and new partnerships
- To research ways to gradually extend the geographic reach of the CC Project by working with relevant VCS network bodies across Thames Valley.
- To identify any additional areas (in Thames Valley) into which individuals are released from Bullingdon and then connect and support key organisations in those areas who wish to work in or with the prison as well as maintaining the work in Oxfordshire.
- To ensure two-way sharing of knowledge and information between community-based services and the prison
- To work with the CCO to support the education of relevant prison officers about services in the community and how they work
- To work with the CCO to capture data to support the evaluation of the impact of the extended project
- To represent the project to external agencies as appropriate
- To be a member of the Steering/Advisory Group of the project and provide reports as appropriate

### Your role within the team

- Attend partnerships and forum meetings as a representative of OCVA, contributing fully to the discussion, using your knowledge of the sector
- Work in partnership with local authority colleagues and statutory partners
- Be an active participant in the team, contributing to meetings, collaborating with others and understanding how roles inter-connect

### Person Specification

Essential skills, abilities and knowledge
Experience of working within the community or voluntary sector
Effective communication skills both verbally and in writing with people of many different backgrounds and within a range of settings
Experience of building capacity within a community-based organisation
Self-motivated and able to work independently towards achieving targets

Knowledge and understanding of the needs of local community and voluntary sector groups/organisations
Good organisational skills and ability to plan, manage and prioritise a varied workload
People-orientated, empathetic, and able to create rapport and build effective working relationships with people from all backgrounds
Understanding of equality, diversity and inclusion and a commitment to working in a way that promotes these principles in all areas of work
Ability to collect and analyse data and write effective reports
Experience of evaluating projects/programmes of work
Good working knowledge of Microsoft Office and associated software, including Excel, Word, and Outlook.
Willingness and ability to travel for the role and in-person meetings around Oxfordshire and Thames Valley area
Car driver, clean driving licence and must have the ability to travel independently to locations across the Thames Valley
<b>Desirable</b>
Experience of working in partnership with other groups/organisations
Experience of working within Oxfordshire and/or Thames Valley area
An understanding of the work of the criminal justice system

### How to apply

- Please complete the OCVA application form and send to [angela.cristofoli@ocva.org.uk](mailto:angela.cristofoli@ocva.org.uk)
- If you would like to discuss the post or have any questions about it, please email [angela.cristofoli@ocva.org.uk](mailto:angela.cristofoli@ocva.org.uk)
- Please complete the Equalities Form and email to [admin@ocva.org.uk](mailto:admin@ocva.org.uk) with the subject line 'confidential'
- For this role, we enlist to undertake vetting and clearance for Prison access
- Closing date for applications: Friday 23<sup>rd</sup> August 2024
- Interviews will be held in the week commencing 2<sup>nd</sup> September 2024