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| Role | Community Action Worker |
| Term | Permanent |
| Start | As soon as possible, dependent on notice period |
| Working Pattern | <p>We are open to this post being filled by either one or two applicants, working either two or one days per week respectively:</p> <p>One role, working 2 days (14 hours) per week Or two roles, each working 1 day (7 hours) per week.</p> <p>We are open to discussing a range of flexible working patterns that work for you and enable the most responsiveness to communities.</p> |
| Remuneration | Full-time equivalent salary £28,000 (pro rata £5,600 for one day per week or £11,200 for two days per week) |
| Benefits | Flexible working, employee assistance programme, cycle to work scheme. |
| Location | <p>Based within West Yorkshire, and within the Kirklees area is especially desirable. Expect 80% of the role to be working directly in the community.</p> <p>We also have regular team days, at varying locations. Related travel expenses will be reimbursed.</p> |
| Reports into | Yorkshire Programme Manager |

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| <p>Application process and deadline</p> | <p>Apply by 9am on Tuesday 5 May 2026 by completing the application form online. The form contains questions specific to the role and we will ask you to upload your CV.</p> <p>We will aim to contact you by Friday 8 May 2026 if we would like to invite you to interview.</p> <p>Interviews are expected to take place w/c 18 May 2026.</p> <p>Please let us know if you require any reasonable adjustments. You can find out more about our inclusive recruitment practices below.</p> |
| <p>Other information</p> | <p>This role is funded by the National Lottery Community Fund.</p>  |

Join our team to help us build sustainable community-led social action in North Kirklees!

This is an incredibly exciting opportunity for someone looking to play a key role in a small but influential national charity building a positive legacy for the late Jo Cox MP.

We are looking for someone with experience of working on community building and organising initiatives, who is skilled in engaging and working collaboratively with diverse communities, with a self-motivated, action-oriented approach, and a genuine commitment to equity, diversity and inclusion.

Through this role you will play a key part in continuing Jo Cox’s legacy over the years to come.

ABOUT THE ROLE

The Community Action Worker will frequently travel across Batley, Dewsbury and Heckmondwike to support local people and groups to develop community-led social action initiatives that bring people together across lines of difference. Working in line with asset-based community development and community organising approaches, you will support local groups to start, build, grow and sustain projects that strengthen neighbourliness and bring people together around shared interests.

You will also work as part of a local interdisciplinary team to develop arts-based activity through a More in Common Creative Collective. This would celebrate difference and challenge narratives of division through creative community work. You will also support the delivery of facilitated dialogue through the Let's Talk programme, helping communities address division through conversation.

ABOUT YOU

We're looking for someone who is deeply committed to building community power and supporting community-led change. You will bring experience in asset-based community development, community organising, movement building, or closely related approaches, which might include mentoring and coaching. Alongside this you will have a relational way of working that starts with listening, trust-building, and identifying the strengths, interests and leadership that already exist within communities.

You will be self-motivated and comfortable working on your own initiative, bringing organisational skills needed to contribute to planning, delivery of events, learning and reporting. Experience of partnership working, supporting community events or social action, and contributing to funded programmes would all be valuable. Furthermore, you will be confident working across culture, faith, ethnicity, class and other lines of difference. You will have good interpersonal skills and will be able to build relationships quickly while approaching this work with humility, ambition, curiosity and respect.

Above all, you will bring values that align strongly with The Jo Cox Foundation's vision and Jo's 'more in common' ethos. This will be reflected in your belief in the strengths of communities, and your commitment to bringing people together across difference.

ABOUT THE JO COX FOUNDATION'S WORK IN WEST YORKSHIRE

The Jo Cox Foundation was established in 2016 by the friends and family of the late Jo Cox MP. The Foundation exists to make positive change on issues that Jo was passionate about. Just as she did, we believe in working together effectively with individuals and organisations that share the belief that we have more in common than that which divides us.

We build stronger communities and encourage more respectful politics. To date, our campaigns and initiatives have addressed a broad range of issues including tackling loneliness, bridging divides, and reducing abuse and intimidation in public life. Jo Cox's

career took her around the world, yet her sense of belonging and her identity were always firmly rooted in West Yorkshire.

Too often our politics and society emphasises our differences rather than our commonality. We believe that helping people to recognise that commonality allows us to feel more connected, build empathy and increase trust. It also builds understanding of the stark inequalities that many groups face within our society and strengthens the collective will to take action. Though we cannot address the root cause of all inequalities, we commit to championing change and advocating for action.

The Jo Cox Foundation continues to maintain its roots in West Yorkshire. We aim to generate and support community-led action – undertaken with local knowledge, credibility and evidence – to drive change alongside communities and to share success across national networks.

“I am Batley and Spen born and bred, and I could not be prouder of that. I am proud that I was made in Yorkshire and I am proud of the things we make in Yorkshire. Britain should be proud of that, too.”

Jo Cox, Maiden Speech 2015

ABOUT BRIDGING & BELONGING

We have completed Stage 1 of Bridging & Belonging, which involved a series of local listening events. What we heard was clear: people in North Kirklees want more chances to connect with one another and to shape what happens in their neighbourhoods, using their own ideas, skills and experience to make a positive difference.

We are now moving into Stage 2, a four-year project funded through the National Lottery Community Fund’s Reaching Communities programme. This phase will strengthen neighbourliness, reduce division, and support community-led action that builds stronger, more connected communities. It is rooted in asset-based community development and creative, participatory community organising, with a focus on helping local people start, grow and sustain social action that brings people together across lines of difference.

Bridging & Belonging is already established, you will join a project with strong foundations, trusted relationships and a clear direction. Working alongside colleagues, residents and local partners, you will help shape the next phase of the project while keeping local people at the heart of its priorities and activities.

Over the coming years, the work will support community-led action that strengthens neighbourliness and hyper-local connection, creates new ways for people to connect across communities, and develops projects built around shared interests, shared places and shared concerns. It will also back activity that celebrates local strengths, makes space for difference, and builds a stronger sense of belonging.

Alongside this, you will also:

- help develop a More in Common Creative Collective with residents and partners, using arts and creativity to challenge division and share local stories;
- support the development of a Community of Practice that brings together staff, partners and community members to share learning and build relationships; and
- support Let's Talk, a facilitated conversation series that helps people address tensions and divisions through careful, relational dialogue.

WORKING AT THE JO COX FOUNDATION

One of our core values at The Jo Cox Foundation is empathy, and we work hard to apply this to our relationships with our staff as well within the work that we do.

As a remote organisation, we recognise the challenges that this brings, so we carefully consider how we can build a team culture where everyone feels accepted and included. We do this through a combination of frequent team days (with a mixture of remote and in-person days) and through regular and ongoing ways for the team to connect, both for work and to socialise.

In our most recent staff survey:

- 100% of staff felt proud to work at The Jo Cox Foundation
- 100% felt that The Jo Cox Foundation actively supports their wellbeing
- 100% thought that the team at The Jo Cox Foundation works in a supportive and collaborative way

KEY RESPONSIBILITIES

Project delivery and coordination

- Regularly review local activity plans, adapting delivery in response to community insight, emerging opportunities and learning from practice.
- Identify and respond to risks, barriers and challenges.
- Support effective use of local budgets and resources, to ensure activity is delivered well and in line with agreed priorities.
- Contribute to team planning and coordination processes.

Community building, organising and leadership development

- Build strong, trusting relationships with residents, groups, social action project leads, partners and local stakeholders.
- Support people to start, build, grow and sustain community-led social action.
- Support the development of the Community of Practice.
- Identify development needs of community members and project leads and coordinate relevant support, mentoring or coaching to help them grow.
- Work in ways that build power, agency, connection and collective capacity over time, ensuring local people remain at the centre of shaping activity and direction.

Community conversations, events and social action

- Support the design and delivery of relationship building events, activities and conversations that bring people together to undertake community-led social action.
- Help create welcoming and inclusive spaces where people from different backgrounds can build trust, strengthen relationships and engage with difference.
- Support the delivery of our facilitated conversation series, Let's Talk.

Creative and interdisciplinary programme delivery

- Support the development of the More in Common Creative Collective and other interdisciplinary creative activities to celebrate difference and challenge divisive narratives.
- Ensure that arts activity is grounded in relationships, locally-led and connected to the wider goals of bridging, belonging and community power.

Partnerships, influencing and representation

- Develop and maintain relationships with local organisations, grassroots groups, artists, facilitators, public services and other partners, identifying opportunities for collaboration.
- Work closely with the West Yorkshire team and external partners to ensure the programme is connected and responsive to the wider local context.
- Represent the Foundation in local networks, meetings and events where appropriate.

Learning, reporting and future development

- Maintain records of local activity, learning and emerging outcomes.
- Contribute to reporting for funders and internal stakeholders.
- Input to team discussions to identify new opportunities and next steps, and help shape the future direction of the work.
- Help capture insight, learning and emerging themes from events and activities, and use this to inform future delivery and the wider development of the programme.
- Gather and share insight about Batley, Dewsbury and Heckmondwike to support programme development, partnership work and long-term sustainability of this work.

Other

- Any other reasonable duties as required.

PERSON SPECIFICATION

Experience, knowledge and skills

Essential:

- Experience in working to nurture community leadership and power, ideally within West Yorkshire. This could be through experience in asset-based community development, community organising, or movement building.
- Ability to identify and build from the strengths, leadership, relationships and aspirations that already exist within communities.
- Experience facilitating inclusive and engaging meetings, workshops, or community conversations.
- Ability to coach and encourage community members and local groups to build confidence and ownership in a co-productive way.
- Understanding of issues affecting communities in West Yorkshire, particularly in relation to division, belonging, social cohesion and participation.
- Organisational skills, with the ability to manage workload, plan activity, keep clear records and contribute to project delivery effectively.

Desirable:

- Experience of supporting project monitoring, learning, reporting or budget management.
- Knowledge of community, voluntary, grassroots and public sector organisations in West Yorkshire.

Personal attributes

- Commitment to building community power and local leadership rather than creating dependency.
- Confident building relationships with people from very different backgrounds and creating trust across differences.
- Empathetic, grounded and approachable, with the ability to listen well and work alongside people with humility, care and respect.
- Self-motivated, proactive and able to work on own initiative in community contexts, including managing time well and identifying opportunities without needing close supervision.
- Reflective, with the ability to think critically about practice and continuously develop.
- Motivated by social justice and bringing people together across difference.

- Commitment to equality, diversity and inclusion in practice, not only in principle.
- Committed to the values of The Jo Cox Foundation and to fostering a culture where everyone feels they belong.

Other

- Right to work in the UK.
- **If you don't feel you meet all these criteria, but are confident you could have a strong impact on some aspects of this role whilst learning new skills over time, please apply, or reach out for a conversation.**

If you're unsure whether you're right for this role or have any specific questions regarding it, please get in touch via info@jocoxfoundation.org and we can discuss further.

AN INCLUSIVE RECRUITMENT PROCESS

The Jo Cox Foundation has a strong commitment to equality, diversity and inclusion. We want to ensure that we reflect the full breadth of people we aim to support and are able to fulfil our vision of a kinder, more compassionate society where every individual has a sense of belonging, and this is reflected in our recruitment practices.



For all roles we utilise an application form that will ask three main questions that are relevant to the job being advertised. These application forms are assessed in a blind shortlisting process by a minimum of two staff members, who will independently score responses to the questions in order to eliminate bias.

We are a Disability Confident Committed employer and offer a guaranteed interview scheme for applicants who identify themselves as having a disability or long-term health condition. Our Operations team will ensure that all applicants who apply under this scheme and meet the criteria for the role will receive an interview.

We know that interviews are a stressful experience, and can provide a particular challenge for candidates who are neuro diverse. For this reason, we send our interview questions to all candidates thirty minutes before their scheduled interview time, so that they have time to read them and prepare for the interview.

If we interview you, we are committed to providing tangible feedback, so that you can understand where you did well and where you did less well during the interview. We hope that this will support you to thrive in future interviews.

We have made various other adjustments where appropriate, so please let us know if an adjustment would support you to show you the best of yourself in our recruitment process. We are also committed to allowing staff to work flexibly, and regularly discuss what working patterns and other adjustments may be suitable to support the successful candidate to thrive in their role at The Jo Cox Foundation.

We actively encourage applicants from people of all backgrounds. We are committed to promoting diversity and inclusion both within our staff team and our community programmes. Currently, people from Black communities, people from minority ethnic communities and people who have a disability are underrepresented in our organisation. We would therefore particularly welcome applications from these groups.

Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).