

Job Description

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| POST: | Community Hub Team Leader Oasis Hub Oldham; Oldham East |
| RESPONSIBLE TO: | Strategic Community Development Lead |
| GRADE/SALARY: | Grade D |
| LOCATION: | Oasis Academy Leesbrook & Oasis Academy Clarksfield |
| WORKING PATTERN: | 32 hours (0.8 FTE) |
| JOB PURPOSE: | To expand the community development offer within Oasis Hub Oldham East, delivering quality, diverse and integrated children, youth and community services that serve the Oasis Academies Leesbrook and Clarksfield and the extended community. |

Specific Duties

- To build positive and supportive working partnerships with the local community to deliver Oasis projects that address the wider socio-economic barriers that children, young people and community experience.
- Support the Strategic Community Development Lead to create a single, integrated plan to deliver joined up Children, Youth and Community Services that support the Hub priorities and address the needs of the local neighbourhood.
- Facilitate and deliver the Children, Youth and Community activities with a student first agenda helping support the 2 Academies targets in attendance, attainment, and behaviour.
- Deliver a wider community offer that meets the needs of the local community including community food and growing projects, holiday provision, volunteer support, advice and guidance including employability, family support, youth support.
- Provide leadership and line management to project workers, building a positive and well-functioning team that models the Oasis ethos and values.
- Lead on all aspects of the day-to-day administration and supervision of a team of volunteers and their activities, developing and inspiring them to develop best possible practice to meet the needs of the local Hub deploying volunteers' strengths and acting as an authentic role model.
- Ensure mechanisms are in place to support parental, youth and community engagement in the local children, youth and community activities, including one to one support and advice and support services.
- Create opportunities for community members and families to get involved in shaping and delivering the work of the Community projects.
- Ensure the provision of additional pastoral support to families with complex needs.
- Support the sustainability of the Children, Youth and Community work by generating income through fundraising and writing grant applications.

- Assist the Strategic Community Development Lead to establish an annual budget for the Children, Youth and Community Services within the Oldham East Hub and account for spending within budget limits.
- Adhere to all the financial policy and procedures for the charity, supporting the Strategic Community Lead to submit financial returns on time.
- Develop the use of Academy facilities to deliver community services activities.
- Monitor and evaluate the work of your local Hub through data collection systems and input into the Evide Impact tracker.
- Implement the use of the outcome star framework work with young people and families identifying needs and aspirations and supporting their journey of change.
- Ensure that the hub vision is effectively communicated across all Oasis Academies and the local community.
- Develop partnership opportunities with key local agencies/organisations to further the vision of the local Oasis Hub.
- Input into the Oasis Hub Oldham East Hub Council meetings, building relationships with Hub Council members.

General Duties

- Support the delivery of the wider Oasis Oldham Holiday activities.
- Be prepared to be flexible and work across the wider Oasis Oldham footprint.
- Promote attendance at Hub events
- Implement the Oasis Equality & Diversity Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
- Comply with the Oasis Health and Safety Policy, Data Protection Policy to protect your own and others' health, safety and welfare.
- Act as Deputy DSL, responding appropriately to any safeguarding concerns, demonstrating an understanding of, and complying at all times with the Oasis procedures for promoting and safeguarding the welfare of children and vulnerable adults.
- Actively take part in the Oasis formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback and direction as part of a process of continuous improvement.
- Participate positively and proactively to briefings, debriefing and team-training meetings, adding creative ideas and sharing best practice as appropriate.
- Take responsibility for your own professional development, identifying and attending training which will support growth in the role.
- Be a tangible portrayal of the Oasis ethos – modelling, teaching, and representing our Oasis ethos values of inclusion, equality, relationships, hope and perseverance.
- Support the sustainability of the wider Oasis Oldham charity by contributing to bids and tenders as required.

- Contribute to the development of the Hub vision, values and aims and to abide by agreed professional behaviours, attitudes and standards.

Safeguarding Children and Young people

Oasis Community Hub Oldham is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

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:

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| Employee: | | Line Manager: | |
| | | | |
| Print Name | | Print Name | |
| Date | | Date | |

Person Specification

Community Team Leader

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> A professional relevant qualification in Youth or Community Work (Level 3 or above) or relevant experience | <ul style="list-style-type: none"> Recent relevant training in Management and Leadership |
| Experience | <ul style="list-style-type: none"> Successful experience of working with parents / carers (voluntary or paid work) Proven experience of community development Experience of leading a team of staff and volunteers Experience of project management Experience working with challenging behaviours and attitudes Experience of generating income through writing funding bids and fundraising Experience of recruiting and managing volunteers Previous experience implementing community projects Experience of food delivering and growing project Previous experience of developing and implementing community programmes | <ul style="list-style-type: none"> Experience working with complex parents and complex families Experience of managing budgets. |
| Skills and knowledge | <ul style="list-style-type: none"> Creative and flexible thinker Knowledge of safeguarding practices and health and safety Excellent oral/written communication skills Able to function in diverse settings and with a wide range of professional agencies and staff e.g. LA, school staff, community groups Presentation skills Flexible approach to changes in circumstance and able to work unsocial hours | <ul style="list-style-type: none"> Counselling skills/experience |

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| | <ul style="list-style-type: none"> • Able to take initiative and work under pressure • Good organisational and administrative skills • IT literate, use of MS Office | |
| <p>Personal Qualities</p> | <ul style="list-style-type: none"> • High levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information • Self-motivated, able to work alone and as part of a team • Reliable • Proven team player • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS checks • Motivation to work with adults, children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. | |