

# Job Description

<b>Title:</b>	Oasis Community Hub Leader
<b>Team:</b>	Oasis Community Partnerships
<b>Location:</b>	Oasis Hub Isle of Sheppey
<b>Hours:</b>	Full-time
<b>Grade:</b>	Grade C
<b>Unsocial working:</b>	Weekend and evening working is required but time off in lieu is given in accordance with current Oasis policy
<b>Report to:</b>	Cluster Lead
<b>Line Management:</b>	Volunteers & other Hub staff as appropriate
<b>Working with:</b>	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 Christ-centred 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.

As part of the Oasis family Oasis Community Partnerships (OCP) oversees all of Oasis' youth and community work and is the parent charity to all the local Hub charities. The Oasis Community Hub Leader leads the work of the local Hub charity as part of the wider Oasis vision.

### Local Context of the Hub

The Isle of Sheppey Hub comprises of Oasis Academy Isle of Sheppey, a large school secondary school with approx. 1500 students on role, 47% of which are disadvantaged. A priority for the Academy is young people's resilience and emotional wellbeing, and these would need to be priorities for the Hub Leader to work towards. The Academy is well resourced with buildings that are not used to their full potential out of hours, so working with partners to develop a programme of delivery in the evenings, weekends and school holidays is another area for development. An Oasis Hub supports the Academy community directly by helping

young people and their families to overcome the wide-ranging community barriers that could prevent them from achieving their potential. In doing so as part of the wider local community, the Oasis Community Hub: Isle of Sheppey charity will provide youth and community development interventions, which support educational attainment.

In recent years Oasis has been involved in the establishment of a community forum on the Isle of Sheppey, with the local community working together on an agreed set of priorities. The Hub Leader will become part of the forum, and a steering group meet regularly. One of the projects of the forum is a double decker bus that has been transformed into a mobile social supermarket and advice centre that goes out into the community, with a team of staff and volunteers. The Hub Leader will be responsible for line managing the part-time Bus Manager.

We are looking for an experienced Community Hub Leader who will take the community work of Oasis on the Isle of Sheppey to the next stage of development and grow the local community movement.

### **Purposes of Job:**

This post has been created in order to lead the development of the Community Hub Charity and support the Academy and wider local community, and to hold the vision of integrated community development, which will include a range of engagement opportunities.

- 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.
- 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 which could include:
  - 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, the Community Forum 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 and members of the local community.

- 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. it is not envisaged that this role should deliver all community activities, the Hub Leader has both strategic and delivery responsibilities and will therefore deliver some aspects of the Hub plan.***

### **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 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 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.
- Championing the EVIDE Impact tracker and ensuring staff have the training and support to ensure that data is captured and recorded efficiently and effectively.

### 5. 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.

### 6. 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.

### 7. The development of a Christ-centred Chaplaincy Team

- To work with other key leaders to ensure that there is a chaplaincy team to serve the staff, students and the wider community.
  - To communicate the purposes of chaplaincy to the staff and students of the Academy.
  - To provide training for the chaplaincy team embedded in the Christ-centred ethos of Oasis.
  - Where there is an Oasis Church as part of the Hub, to ensure that the Church and chaplaincy team are aligned and working together.
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:**

OCP CEO and Leadership Team, Charity Trustees, Hub Leaders, Academy Leadership Team, 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.

# Person Specification

## Community Hub Leader

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

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Thorough knowledge and understanding of the principles, developments and best practice of the Community work and its potential for raising standards</li> <li>• Innovative approaches to working with students, parents, staff and the local community</li> <li>• Understanding of the practical application of Equality, Diversity and Inclusion</li> <li>• Possible sources of external funding and principles of effective bid writing</li> <li>• Knowledge of safeguarding and promoting the welfare of children and young people</li> <li>• Effective review and evaluation procedures</li> <li>• Knowledge and application of ICT systems, budget planning and accounting, health and safety law, and equal opportunities</li> <li>• Knowledge of communication through various media</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local community opportunities and issues</li> <li>• Knowledge and understanding of principles and practices of marketing</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Proven ability to grow and lead teams</li> <li>• Excellent communication, presentation and ICT skills</li> <li>• Excellent interpersonal skills and ability to influence others</li> <li>• Ability to work strategically and collaboratively to lead and manage change, and to direct and co-ordinate the work of others</li> <li>• Competent co-ordinator, able to inspire and motivate all members of the school community</li> <li>• Ability to anticipate and problem solve</li> <li>• Creative and flexible thinker</li> <li>• Excellent prioritisation and time management skills and the</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of senior leadership</li> <li>• Experience of working in a highly confidential environment</li> </ul>

	<p>ability to work effectively and efficiently within set deadlines and tight timescales</p> <ul style="list-style-type: none"> <li>• 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 school</li> <li>• Make decisions based on analysis, interpretation and understanding of relevant data and information</li> <li>• Develop, maintain and use an effective network of contacts</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Entrepreneurial</li> <li>• Has a vision for facilitating the development of community Provision</li> <li>• Energy, enthusiasm and flexibility</li> <li>• Good health and excellent attendance record</li> <li>• Ability to work under pressure and determination to succeed</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline”</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</li> </ul>	