

## Job Description: Oasis Hub Leader

<b>Title:</b>	Oasis Hub Leader
<b>Team:</b>	Oasis Community Partnerships
<b>Location:</b>	Oasis Hub Foundry & Boulton, Birmingham
<b>Hours:</b>	Full-time
<b>Grade:</b>	SCP 35 – 39 (£30,785 - £34,538) + Local Government Pension Scheme
<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>	Community Development Director
<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:

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.

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.

All Oasis Hubs have an Oasis Academy (or Academies) as part of the community provision. An Oasis Hub supports the Academy(ies) community (students and their families) 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, Hubs provide community development interventions, which drive educational attainment and make school transformation sustainable in the long term.

### Purposes of Job:

This post has been created in order to lead the development of the Hub at Foundry & Boulton, support the Academy and wider local community, and to hold the vision of integrated community delivery, which will include a range of services such as advice services, emergency support services, children's/youth work, targeted families work, chaplaincy and where appropriate church development.

- Under the direction of the local Hub partnership, 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 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 services, community and

academy chaplaincy.

- To develop a sense of 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 services 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.)
- To coordinate the key leaders within the Hub (Principal(s), community project leads and other key community staff). In particular, to chair the Hub Leadership Team
- To lead Hub strategic development, particularly around communication, income generation strategy and monitoring and evaluation
- To have responsibility for systems development and management across the Hub (with the exception of the Academy(ies)) including finance, Health and Safety, Safeguarding etc.
- To grow a team of staff and volunteers who provide chaplaincy and community services that directly support students in the Academy(ies) and members of the local community
- Where appropriate to facilitate the growth of a team who are able to develop a culturally relevant expression of Church as part of the Hub. A key purpose of an Oasis Church is to serve the community practically, offering volunteer and financial support to develop community and advice services.
- To ensure the Oasis ethos permeates all work across the Hub

*N.B. it is not envisaged that this role should deliver all community services, chaplaincy and church development – rather the Hub Leader will grow a team to deliver across these three strands. However, it will be expected that 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 plan for the Hub
  - To work with all leaders across the Hub to develop a Hub vision, strategy and plan that is informed by a local needs assessment, including proactively supporting students in Academies
  - To identify and maintain good working relationships with key local partners to support delivery of the Hub plan
  - To ensure there is a clear monitoring and evaluation plan for all aspects of Hub delivery
  - To be responsible for income generation across the Hub in order to grow the breadth of provision and the team that is able to deliver community services, chaplaincy and where appropriate Oasis Church
2. The development of key community services to benefit the Academy and wider community – services may include the following:
  - Advice and Support: to develop advice, support and resilience services including foodbanks, 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, transition clubs, after-schools provision
  - Family Support; to develop family support services including stay-and-play groups, young mums groups, pre/post-natal support services
  - 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 within and outside the Academy, 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 colleagues in Oasis Aquila Housing 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
3. To lead the Hub income generation strategy
    - To be responsible for income generation across the Hub in order to grow the breadth of provision and the team that is able to deliver community services, chaplaincy and where appropriate Oasis Church
    - 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
    - The coordination of members of the Hub Leadership team
    - To develop and chair a Hub Leadership Team involving the Academy Principals, community project leads and any other key community staff
    - To create a time and pattern for Hub meetings
    - To work with the Community Director to ensure all Hub Leaders support the development of and are working towards the Hub Plan
  4. The growth of the Oasis movement/volunteer teams
    - The development of a team that can grow an Oasis Movement (a community of people who support the life of the Academy and the Hub and particularly provide time and finances to support community delivery)
    - To grow the staff team in order that it can deliver community services, chaplaincy and Oasis Church
    - To grow a team of volunteers to support the strands outlined above
    - To provide line management and staff support within the Oasis ethos
  5. The delivery of services against the Hub strategy and plan
    - To deliver community services as per the Hub strategy and plan and to demonstrate impact
  6. The communication of the Hub vision
    - To articulate the Oasis vision and ethos internally and externally
    - To communicate the 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
  7. The development of a Chaplaincy Team
    - 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
    - To communicate the purposes of chaplaincy to the staff and students of the Academy(ies)
    - To develop a recruitment and selection process for the chaplaincy team
    - To provide training for the chaplaincy team
  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 of Hub finances and responsibility for the Hub budget
    - Work with the CDD 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.

#### **Relationships/Partners:**

##### **Internal:**

Academy Principal(s), Community Director, Academy Leadership Team(s), Volunteers, OCP Hub Leaders.

##### **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

## Hub Leader – Person Specification

	Essential	Desirable
<b>Qualifications</b>	<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>
<b>Experience</b>	<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> </ul>
<b>Knowledge</b>	<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 Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local community opportunities and issues</li> </ul>

	<ul style="list-style-type: none"> <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>• Knowledge and understanding of principles and practices of marketing</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> </ul>	
<b>Skills</b>	<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 ability to work effectively and efficiently within set deadlines and tight timescales</li> <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>	<ul style="list-style-type: none"> <li>• Experience of senior leadership</li> <li>• Experience of working in a highly confidential environment</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Entrepreneurial</li> <li>• Has a vision for facilitating the development of community services and chaplaincy</li> </ul>	

	<ul style="list-style-type: none"> <li>• Energy, enthusiasm and flexibility</li> <li>• Good health and excellent attendance record</li> <li>• Sense of humour and a positive outlook on life</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 CRB 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>	
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