Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Oxfordshire Community Research Network Manager
Salary:	£40476 - £43693 pro rata
Grade:	11
Hours:	Up to 14.8 hours per week (0.4 WTE), fixed term, until 30 March 2027 (with possibility of extension). We are open to discussions about flexible working.
Team:	Public Health and Communities
Service Area:	Research
Primary Location:	*Oxfordshire County Council*
Budget responsibility:	NA
Responsible to:	Head of Research
Responsible for:	Advocacy and Communication Officer (dotted line)
Political Restricted Post:	None

Job Purpose

A brief overview of the key objectives of the job:
The Oxfordshire Community Research Network (OCRN) includes community and voluntary sector organisations, academic groups, local authorities, and NHS organisations. The network works collaboratively with people with lived experience to develop and deliver research tackling entrenched health inequalities.
OCRN work is guided by our four principles for community research in Oxfordshire:
1. *Nothing about us without us*
2. *Commit to action*
3. *Value lived experience and time*
4. *Be open, transparent and accountable.*

Impact is demonstrated by:
- Closer partnerships and dialogue between community groups, statutory organisations and academics, to identify and address research questions grounded in lived experience that can help understand and address inequalities.
- Increased community-led research capacity and capabilities through peer-to-peer learning and participatory action research training.
- Sustainable shift in approaches and power dynamics to inclusive research.
- Increased understanding of how to deliver and lead community-engaged research, sharing that knowledge locally and nationally.

The OCRN ensures community members and people with lived experience lead and participate in delivery of network activities described in the project plan – drawing on the skills, assets and experiences of people and communities in Oxfordshire.

The Oxfordshire Community Research Network Manager role will coordinate and facilitate the activities of the OCRN. The role involves overseeing the delivery of the network's three strategic aims: delivering community-led research, supporting research prioritisation, and coordinating public and community involvement in research.

This position is hosted by Oxfordshire County Council on behalf of the network.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

- Promote effective co-ordination and collaboration of network members
- Support online collaboration platform creation to promote learning, research assets, information sharing and collaborations to avoid duplication
- Lead and or contribute to fundraising / grant writing / bid writing to support community research development and implementation
- Connect network members, including the communities, with academics to increase research potential and viz versa
- Seek research opportunities that can lead to good outcomes for Oxfordshire communities and connect key stakeholders
- Advocate for filling of gaps identified in community research and researchers
- Support network and steering group meetings by facilitating updates, knowledge sharing, joint research projects, learning and act as a focal point for information sharing and production of monthly newsletter
- Manage the network's budget on a day-to-day basis and play a leadership role in coordinating research incubator funding bids.
- Work with community groups, academics, and statutory organisations to progress the ambitions of the Community Research Network (CRN).
- Co-design and develop the network's broad research training and development program, including a specific training program on Community Participatory Action Research (CPAR) OR facilitating/organising research related training for network members
- Facilitate the network's approach to research prioritisation, including coordinating and running priority setting partnership group meetings and workshops.
- Support community capacity development and network membership across Oxfordshire.
- Develop and expand network membership through workshops to understand barriers to network engagement and support community-led research development and delivery.
- Support all administrative aspects of the network, including bookings for meetings and conferences, managing agendas and minutes, coordinating training and development programs, and supporting network events and workshops
- Any other duties as may be deemed necessary to carry out the full remit of the role.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do

- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Competencies

- Leadership and Management: Ability to effectively lead and manage the network's activities, including coordinating and facilitating meetings, managing budgets, and overseeing projects and initiatives.
- Communication and Interpersonal Skills: Excellent verbal and written communication skills to promote collaboration among network members, facilitate meetings, and produce newsletters and other communications materials.
- Research and Analytical Skills: Strong understanding of research methodologies, particularly Community Participatory Action Research (CPAR), and the ability to support research development, implementation, and prioritization.
- Fundraising and Grant Writing: Experience in fundraising, grant writing, and bid writing to secure funding for community research projects.
- Community Engagement: Ability to build and maintain effective relationships with community groups, statutory organizations, and academics, and to support community-led research capacity development.
- Project Management: Strong organizational skills to manage multiple projects, coordinate training programs, and support administrative aspects of the network.
- Advocacy: Ability to advocate for community research needs and priorities, and to connect key stakeholders to support research opportunities.
- Capacity Building: Ability to develop and deliver training and development programs to enhance the research capabilities of network members.
- Problem-Solving: Strong problem-solving skills to address challenges and barriers to network engagement and research development.
- Flexibility and Adaptability: Ability to adapt to changing circumstances and to take on additional duties as needed to support the network's goals and objectives.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Higher degree or equivalent experience relevant to community research or engagement	A/I
Understanding of the voluntary and government sectors	A/I
Experience of working with or in higher education institutions and with academics, including knowledge of ethics processes, and research governance	A/I/P
Experience in fundraising, grant writing, and bid writing to secure funding for community research projects.	A/I
Experience of undertaking research projects	A/I
Experience of effectively leading and managing network activities, including coordinating and facilitating meetings, managing budgets, and overseeing projects and initiatives.	A/I
Experience of developing and delivering training and development programs to enhance the research capabilities of network members.	A/I
Experience of leading teams and people management	A/I
Experience of building and maintaining effective relationships with community groups, statutory organizations, and academics, and to support community-led research capacity development.	I
Excellent interpersonal, presentation and communication skills with different audiences	A/I
Ability to build and develop effective working relationships and networks across a wide range of internal and external partners	A/I
Innovative and imaginative approach to problem solving	I
Ability to prioritise, forward plan and work effectively on own initiative	I
Knowledge of quantitative and qualitative research methods and their application particularly Community Participatory Action Research and ability to support research development, implementation and prioritization.	A/I
Experience of advocating for community research needs and priorities, and to connect key stakeholders to support research opportunities.	A/I
Working knowledge of legislation relating to Equal Opportunities and awareness of OCC equality and diversity policies, procedures and legislation	A/I
Compliance with information governance, data protection, record retention and confidentiality issues	A/I

Desirable Criteria	Assessed By:
Data analysis skills and the ability to interpret how findings can be applied in practice	A/I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

☐	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	☐	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
☐	Enhanced Disclosure and Barring Service check with Children's Barred List	☐	Enhanced Disclosure and Barring Service check with Adults Barred List
☐	Standard Disclosure and Barring Service check	☐	Basic Disclosure
☐	Disqualification for Caring for Children (Education)	☐	Overseas Criminal Record Checks
☐	Prohibition from Teaching	☐	Professional Registration
☐	Non police personnel vetting	☐	Disqualification from Caring
☐	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)

☐	Working at height/ using ladders on a regular/ repetitive basis	☑	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
☑	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	☐	Face-to-face contact with members of the public
☐	Other (please specify):		

April 2025