

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:	Community wealth building manager
Grade:	Grade 12
Hours:	37 hours
Team:	Future economy
Service Area:	Economy and Place
Primary Location:	OCC offices and community venues across the county.
Budget responsibility:	None
Responsible to:	Head of Future Economy
Responsible for:	No
Political Restricted Post:	No
Contract type:	Fixed term contract 18 months

Job Purpose

This role leads the Community Wealth Building (CWB) programme, driving inclusive growth and innovation in the County to ensure a more just, socially impactful economy.

Community Wealth Building is a developing people-centred and place-based approach to local economic development that redirects wealth and control back into local economies, for the benefit of local people and communities.

The Community Wealth Building Manager will lead on Community Wealth Building including working with the VCSE sector partners, businesses and public sector anchor institutions, facilitating knowledge exchange and sharing of good practice.

It also involves advising senior officers on national policy and examples of good practice and influencing local policy towards social value procurement and community wealth building.

Key responsibilities include supporting strategic developments in community wealth building, developing and managing community wealth building projects, overseeing budgets, grants and contracts, impact reporting.

The position requires effective stakeholder and partnership management, end-to-end project leadership, with a strong emphasis on delivering measurable improvements for the social impact economy. It requires vision and commitment to ensuring that community wealth building is promoted and successfully delivered in Oxfordshire with tangible social and economic impact for Oxfordshire residents and community

Job Responsibilities

Strategic lead:

- Strategic lead on development of community wealth building ambition as outlined as a key pillar of Oxfordshire's economic development in the economic strategy.
- Embed community wealth building principles across the wider work of Oxfordshire County Council and Local Government teams and a partners in Place Shaping, Procurement and Commissioning, Public Health teams, Adult and Children's services and Climate Action teams.
- Lead on research and development to deepen Oxfordshire's work on community wealth building and inclusive economic growth.
- Work with colleagues in Districts and the Shadow Authority to ensure an effective transition for community wealth building partners during Local Government Reorganisation (LGR).
- Stakeholder management with: District councils, VCSE sector, community wealth building movements in Oxfordshire, NHS and business networks.

Programme lead:

- Lead the strategic coordination between partners delivering on the current 4 workstreams of community wealth:
 - Community led housing
 - Support for the social impact economy
 - Development of a community hubs alliance
 - Local investment fund
- Contract management with delivery organisations for the above mentioned workstreams
- Continue collaborative efforts between Districts and Enterprise Oxfordshire on social business support, high street development, community led housing, community hubs development.

Development of future strands of community wealth building:

- Work with commissioning and procurement teams to evaluate the reality of local, social value impact of the contracts commissioned and continue to support with refinement of social value assessment.
- Support development of pathways for increased contracting to local, community wealth building organisations.
- Creatively develop the above mentioned four strands of community wealth building to ensure:
 - Development of new multi-functional community hubs for county-wide coverage
 - Continued efficacy of the the local investment fund
 - Development and progress of community led housing agendas

- Continued and expanded support for the social economy.
- Creation of an economic development hub to bring together business support offers across diverse providers.

Develop pathways for civic participation, community voice and co-production in the development of future community wealth building programmes and economic strategy input pathways.

Work across Oxfordshire to ensure community wealth building is embedded in workstreams across different directorates including: place shaping public health, adult social care and children's social care, environment action.

Engagement with anchor organisations, on how they can work with VSCE partners to deliver social value (including universities, corporate businesses, NHS Enterprise Oxfordshire)

Work alongside colleagues in the place shaping team at OCC to ensure new developments have sufficient VCSE infrastructure – community gardens, community hub, community led housing, community stewardship of new assets.

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.

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:
● Excellent understanding of community wealth building and social economy locally in Oxfordshire and nationally.	A, I

Substantial (minimum 5 years) experience in community wealth building (delivery, research, business support).	A, I
Experience in partnership facilitation across public, private, and community sectors.	A, I
Excellent stakeholder engagement, communication across public, private and community sectors.	A, I
Excellent project delivery and management skills	A, I
Contract and grant management experience	A, I
Excellent communication and team working abilities	I
- Degree level qualification in relevant field (e.g. Social policy, Economics, Social change or similar).	A
Desirable Criteria	Assessed By:
Familiarity with Oxfordshire's local government processes	A, I
Familiarity with Oxfordshire's community wealth building ecosystem.	A, I
Knowledge of community asset transfer, social value commissioning, support of the social economy and impact investment.	A, I
Masters degree in relevant field or equivalent sector experience	A, D

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 2022