

**COMMUNITY DEVELOPMENT OFFICER
OXFORDSHIRE PLAYING FIELDS ASSOCIATION**

SERVICE SPEC

1. The OPFA's main focus is the provision of a high quality independent information, advice and support service on the provision and maintenance of outdoor recreational playing space (e.g. playing fields, playgrounds, formal and informal sports facilities, including wheeled sports) for:
 - community recreation space managers or project groups, such as parish and town councils, playing field committees and play area action groups
 - other interested organisationswithin Oxfordshire and other neighbouring areas, as decided by the Trustees.

Our USP is that we are the only independent source of information and advice of this kind in this area.

2. In order to deliver this service we need someone who, through their own learning and experience and through reference to material produced by other specialist organisations, can acquire and maintain a good understanding and up-to-date knowledge of:
 - What kinds of good quality outdoor play and recreation facilities could be provided in response to local need
 - Professional standards of provision, including type, location, specification
 - How to plan, manage and fund local facility improvement projects including the technical and legislative requirements involved in the duties covered by project management
 - Good facility management practice
 - Legislation and statutory regulations affecting recreation space provision and management
 - Opportunities for local organisations to benefit from other technical information and support services and new initiatives
 - How to carry out successful consultation in order to assess local user needs
 - Ideas for new uses of outdoor recreational space
3. OPFA aims to make this knowledge available to local community recreation space managers or project groups by the following means:
 - Site visits and/or attendance at meetings
 - E-mail and phone
 - Production of a quarterly newsletter, "The Playing Field", which is delivered to OPFA Members (100+) electronically
 - Production of information sheets, where these are not already available from other organisations and/or via the Internet.
 - Organisation of networking/training events

This occasionally involves some evening and weekend commitments.

4. As a subsidiary activity the OPFA seeks to comment on relevant land use and other policies and proposals put forward by other agencies relating to outdoor recreational space, in order to promote good standards of outdoor recreational space provision.

5. We also aim to liaise with a range of organisations with whom we share common interests and/or who have specialist expertise, including Fields In Trust (FIT), RoSPA's Play Safety advisers, County and District Councils, Associations of Local Councils, Thames Valley Police's design advisers.
6. (Recently the OPFA's service has included the delivery of professional project management services under contract to individual clients, such as local authorities at District and town/parish level, in support of projects to provide or improve local outdoor recreational facilities. It is not now proposed to promote this as part of the OPFA's core service. However, if a suitable opportunity should arise, this could be considered by the Trustees on a case by case basis for delivery outside the normal core service hours.)

Organisational arrangements

7. The service provider needs to be able to work from home backed by a virtual office service which OPFA purchases from the Colin Sanders Business Innovation Centre (CSBIC) in Mewburn Road, Banbury. This provides OPFA with a phone number and postal address. (The location of CSBIC is immaterial to the service provider, as most of the mail to be collected from the Centre is for the OPFA Trustees and is dealt with by the Hon Manager, Meryl Smith.)

Calls from service users are received by the CSBIC receptionists who email the OPFA service provider with details of the enquiry and a contact number for a reply. The OPFA supplies a mobile phone for this purpose. Most enquiries, however, come by email to the OPFA's contact email address.

Qualities we are seeking in appointing a service provider

Essential

- Understanding of how to support and work with voluntary and community groups
- Ability to understand and interpret technical information
- Communication, written and oral, including production of newsletters and information sheets
- Self-managing and well-organised
- Ability to get on with a wide variety of people of all ages
- Ability to work on own initiative
- Ability to work in partnership with other organisations
- IT literacy
- Clean driving licence and access to a car with adequate insurance for use in the course of work
- Willing and available to attend occasional meetings out of normal working hours
- Ability to work at home and accommodate some office files and reference material

Desirable

- Experience of involvement in the provision and management of outdoor play and recreational facilities and/or knowledge of the issues involved in provision and management of outdoor play and recreational facilities
- Experience of/qualification in project management

If you would like to have a conversation with us about delivering these services, please email your CV with a covering note spelling out how you match up to what we are looking for and what you could bring to the delivery of our service to opfamanager@gmail.com.