



Job description

Community Coordinator

Immediate team	Community Hub
Service team	Communities
Line manager's job title	Community Cohesion Officer
Number of direct reports	0
Salary and grade	Grade 4 (starting at £33,565)
Duration of role	12 months (initially)
Hours per week	37 hours per week
Location	Hybrid working with a strong local presence and some evening and weekend work
Employing council	South Oxfordshire
Probationary period	Six months
Notice period	One month
Last updated	March 2026

About the role and what we're looking for

We are looking for a Community Coordinator help deliver a developing programme of work that focuses on fostering vibrant, engaged, and supportive communities across South Oxfordshire and Vale of White Horse, for our migrant residents and the wider community.

You will work with the Cohesion Officer to build relationships with community groups, other agencies and internal teams, fostering partnerships between the councils and the community to deliver a range of activities, events and initiatives. Due to the nature of the work, we expect the role to include significant amounts of in-person working around the districts.

This position is ideal for someone who thrives in dynamic environments, enjoys working in person with diverse groups, including migrants and is passionate about creating inclusive and supportive spaces.

Main duties and responsibilities:

- Help deliver the councils' work focusing on integration and cohesion for the whole community, and especially for migrant residents, including delivering presentations to increase engagement and participation, activities directly for residents and collaborating with/commissioning work from local community groups to achieve the programme goals.
- Regularly engage with internal colleagues and external organisations in-person, to develop collaborative relationships and facilitate partnership working, including assisting with procurement and commissioning work connected to the programme
- Organise and deliver in-house community activities and events and facilitate collaborative activities that improve community wellbeing



and cohesion and incorporate methods of measuring and presenting on the impact and effectiveness of these activities.

- Work with the councils' Communications team to market and promote the community cohesion and integration work, including ensuring our communications are accessible for residents whose do not have English as their first language
- Help the Programme manager and Cohesion officer to effectively manage the programme and monitor performance and outcomes.
- Undertake research to identify best practice, delivery options and to identify local needs
- Help ensure all relevant health and safety and risk requirements are integrated into projects and that risk assessments are in place for all activities delivered
- Respond to community inquiries and feedback in a timely manner
- Collaborate with internal teams and external organisations to align community goals with organisational objectives
- (Potentially) assist with the creation and distribution of newsletters and other communication materials.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out other duties appropriate to the grading of the post.

About you

Your essential skills, knowledge and experience

- Experience of delivering/facilitating inclusive community activities/events and the ability to regularly work in-person around the districts, including working some evenings and weekends
- Proven experience of community empowerment work, facilitating strong community partnerships, collaborative working and community project management and experience delivering Asset-Based Community Development, especially focusing on promoting inclusion and (migrant) integration.
- Excellent organisational, IT, administrative and (oral and written) communication skills, including experience of communicating with people whose first language is not English.

Your essential qualifications

- Qualified to A-level/NVQ 3 level (in a relevant subject) or equivalent demonstrable experience working in a relevant field (such as community partnerships and/or migration integration). Full driving licence and access to a vehicle to use for work
- Full driving licence, access to a vehicle to use for work and ability to frequently deliver in-person working around the districts



If you have the following experience or qualifications – it's a bonus

- Experience of working in Local Government or similar organisations
- Experience of planning and delivering community activities/events
- Knowledge or experience of Asset-Based Community Development
- Knowledge of the local area

Your style and behaviours

Your approach at work needs to mirror our vision and values which are detailed below. In particular for this role, the following points are essential:

- passion for community building and social impact work
- enthusiastic and committed with a pleasant approachable manner
- ability to work unsociable hours
- proactive and able to work on own initiative
- ability to work to deadlines and to corporate policies and procedures

Work related requirements

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Yes
Politically sensitive post	No
DBS check required	Yes
Full driving licence and use of a car for work	Yes
This role requires you to drive a company vehicle for work	No

About us

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.

Our Values



Working Together

We are a committed professional team, who embrace change and help one another improve



People and Planet

We care about each other and the environment we share



Respect

We act with integrity, and champion diversity and inclusivity



Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



Approachability

We are open, honest and accessible

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.



The benefits we offer

- A basic 26 days annual leave per annum, rising to 31 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- Flexible working and annualised hours – a flexible approach to work that our employees love!
- Salary pay awards – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.
- A generous career average pension scheme which includes life insurance of three times your salary
- The opportunity to purchase a bike through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to keep you healthy (reduced gym membership, free swims, free eye tests for DSE users and more)
- We give you two days per year to volunteer within the local community.
- A range of resources, support, and activities to help you maintain your wellbeing including a monthly wellbeing hour in addition to annualised hours (the ability to work flexibly as long as, over the course of the year, you complete your contracted hours) and annual leave

How to apply

Having read about our role if you have any questions, please contact Carole.cumming@southandvale.gov.uk.

If this job excites you please complete our online application at www.southoxon.gov.uk/jobs.

We look forward to hearing from you.