

Oxford Community Champion Volunteer Role Description

Programme:

The Oxford Community Champions Programme is primarily aimed at increasing outreach, engagement and communication with Oxford residents disproportionately impacted by inequality, as well as developing solutions which address the barriers these communities face.

Funded by the Department of Levelling Up, Housing and Communities (formerly MHCLG), the programme aims to understand the barriers communities have in accessing the COVID-19 vaccine. Our local programme will look at better understanding the underlying reasons and work with communities to co-produce practical solutions to best meet their needs.

Role Description:

We are looking for volunteer Community Champions that are passionate about building capacity with their local communities, neighbourhoods and individuals to work together with us so that services are more inclusive and responsive to local needs by:

- Becoming the point of contact within your community (family, friends, neighbourhood, place of worship, community organisation, etc.), acting as a bridge between Oxford City Council, local organisations and the community
- Helping implement effective and sustainable community-led solutions to barriers experienced by the community, particularly in areas where the greatest impact can be made
- Engaging and investing in people to build and strengthen good health and wellbeing for your local community
- Helping develop local communications and provide feedback on messages and tools created by Oxfordshire County Council's Public Health team
- Providing information about how best to access the COVID-19 vaccination
- In a safe manner, give positive messages to local residents to help them make informed choices about the vaccine, including disseminating updated Oxfordshire County Council's Public Health guidance
- Building the confidence, knowledge, skills and capacity of local people
- Sharing learnings with other Community Champions
- Reporting back to the programme team regularly and clearly, highlighting any insight, barriers or concerns that communities may have for resolution
- Attending regular meetings to keep up to date with the latest information and guidance
- Supporting relevant surveys, research, focus groups and discussions. Attending events to share information and take part in promotional activities

With your help, we want to create a diverse network of Community Champions, who can help address health inequalities in their communities.

What is not included in the role:

It is **not** the role of a Community Champion to:

- Write to MPs to express concerns or elicit information
- Call GP practices or hospitals to ask questions about aspects of the vaccination programme
- Make enquiries to GP practices on behalf of specific patients
- Defend the NHS position with regards to the vaccination programme
- Provide medical advice to residents
- Act as a health expert or enforce taking the vaccine, the role is about engagement and support

Good Practice:

- Safeguarding is a priority. Never put yourself or others in any situation that might compromise you or anyone else
- Do not give or ask any personal information of anyone, either yourself or anyone else
- The role is about giving advice and support. It is not about enforcement

Location:

Various locations around Oxford city.

Time Commitment:

The programme is very flexible and we will work around you to meet yours and your community's needs. It runs from March until July 2022. You will be expected to attend the mandatory training sessions at the beginning of the programme and these are to be scheduled on a fortnightly basis.

Qualities, Values and Skills:

- Lives or works in Oxford and over the age of 18
- Wants to make a difference in your community
- Is a good listener with good social skills
- Reliable and flexible
- Has a positive and enthusiastic attitude
- Enjoys working with people
- Able to work with others in a respectful and non-judgmental way
- Able to give and receive feedback
- Have enthusiasm and willingness to help others in the community
- Have a sensitive and caring attitude to local residents
- Able to give and receive feedback
- Able to appreciate others' right to make decisions for themselves

Optional Requirements:

- Have the ability to access virtual meetings
- Be able to receive emails
- Have access to a mobile phone

To get the most out of the Community Champions programme having the ability to access emails, virtual meetings and a mobile phone would be beneficial, so if you have any access issues please email, telephone, or text the Community Champions Team at communitychampions@oxford.gov.uk, on 01865 252734 or 07483 010873 so that we can help.

Also, please get in touch with the team if you require any support to express interest in becoming a Community Champion.

Training:

You do not need any formal qualifications to become a Community Champion as Oxford City Council will provide mandatory training which will need to be completed before any volunteering can be undertaken, this will then enable you to have conversations with your community. Training will be updated on a regular basis.

Supervision:

Reports to the Volunteer Coordinator under OCVA. You can also feedback to the organisation that has initially recruited you as a volunteer.

Next Steps:

- Once you have expressed your interest for the Community Champions opportunity you will have access to the online resources portal where you can log your hours and claim expenses
- Someone from the team will be in contact with you to have an informal conversation about the role
- You will then receive a welcome email once you have been accepted onto the programme
- You'll be contacted again so you can be registered on to the next suitable mandatory Induction and Making Every Contact Count (MECC) training
- After the mandatory training, there will be optional training sessions available to you
- You will then become a Community Champion
- Through an open-door policy, you will be enabled to speak to the team about any insights, questions, and to let us know what is and isn't working within your community

Incentives:

- You will be able to claim for out of pocket expenses and receive **£50** vouchers for completing mandatory training

- You will have access to a series of optional free training sessions on a regular basis including Health, First Aid, Interview Skills, and CV Writing Skills
- You will also have access to a number of personal development training courses, and you can select **one** Oxford City Council funded training course with a value of up to **£200** per champion
- You will be given a number of Community Champion's merchandise for you to keep
- You will be part of a city-wide network of Community Champions that can help one another
- You will be invited to a Champions recognition event where you will be presented with a certificate by the Lord Mayor

Please contact the Community Champions Team if you have questions, or have any ideas of information that would be useful.

DBS check required?

A DBS check is not required for this role.

Please note, whilst we welcome and value you volunteering as a Community Champion, this does not constitute as a contract of employment or provide eligibility for recruitment positions.