

Service Description – Community Activity Researcher

Headington Action has a project called Connected Communities which aims to reducing social isolation and increasing neighbourliness. We work with GPs, local authorities, universities, faith groups and community groups. See <https://www.headingtonaction.org/connected-communities-week.html> .

It is well recognised that strong connections between people and membership of social or support groups can lead to significant health and social benefits. To promote awareness for residents we plan to develop and maintain a listing of community and health groups in the Headington area (known as the *Communities Activity Directory*). The Directory will be available in on-line and printed form to residents, the Local Authority and crucially our two GP surgeries (Hedena and Manor). An example of such a Directory can be seen here <https://www.headingtonaction.org/connected-communities-week.html> which was compiled for Connected Communities Week 2022.

Headington Action wishes to recruit a researcher to create and maintain the Directory. The contract will be for up to one year, but with one month's notice.

Tasks

1. Collate lists of activities which have already been documented (from 2022 Connected Community Week, GP social prescribers and others).
2. Research what other activities are provided in the Headington and neighbourhood area.
3. Check accuracy of providers and activities collated in tasks 1 and 2, identify schedule of activities, details of costs etc. Identify activities which can take place in a Connected Communities Week in June 2023.
4. Liaise with IT specialist and collate information to enter into an on-line Directory. Help to design the Directory. Liaise with a designer to create a printed form of the Directory.
5. Preparation and updating of project plan
6. Update the directory throughout the next 12 months.
7. Measure outcomes (ie successes and failures of the Directory).
8. Provide monthly reports showing work done and time taken.

Reporting

- Report to leader of Connected Communities project.
- Liaise with HA's leaders on IT and publicity.

Person specification

Essential

1. Friendly, outgoing personality. Able to foster good working relationships with local organisations.

2. Displays ability to research new and established groups that might be relevant to this project.
3. Clear, methodical approach to collecting and assembling material in an orderly and accessible form.
4. Ability to plan and deliver on time.
5. IT literate.
6. Ability to write clear, concise English.

Desirable

7. Knowledge of Headington area
8. Knowledge of spreadsheets and other ways of presenting information
9. Some facility with graphic design

Payment

£18 per hour for an average of 3 to 4 hours per week, working flexibly, on a self-employed basis.

Working hours and work location at discretion of contactor.

Subject to contract.

Application

Please send your application to headington.action@gmail.com by 28th March 2023
