

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

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| JOB TITLE: | Community Activities Coordinator |
| REPORTS TO: | Project Manager |
| SALARY: | Circa £25,965 per annum, pro rata |
| DURATION: | Fixed term to 31 March 2026 |
| HOURS: | 34 Hours per week |
| LOCATION: | Barrow In Furness |

JOB SUMMARY

The Community Activities Coordinator will play a vital role in tackling loneliness and isolation within the community while boosting volunteering opportunities. This position is integral to the Furness For You partnership, supporting individuals to build meaningful social connections, gain confidence, and develop essential life skills. Through the delivery of engaging activities, one-on-one support, and signposting to relevant services, the coordinator will create a welcoming environment that fosters community participation and well-being.

The role will involve designing and managing a diverse program of activities, ranging from creative workshops to group events, as well as providing one-on-one support for specific initiatives. These activities aim to promote independence, resilience, choice, and dignity among participants, helping them build valuable personal and professional skills, boost their confidence, and achieve their goals. Additionally, you will introduce participants to various activities, ensure all activities are conducted safely, and support the development of essential soft skills to facilitate participants' progress throughout their involvement in the Furness For You Programme. You will also be responsible for identifying when participants require additional support and referring them to the appropriate services, assisting with access to the community laundry, and assessing needs for food and fuel support, making referrals where necessary.

KEY TASKS

Key Responsibilities: Programme Delivery

- Lead on the co-ordination and delivery of participant & volunteer activities
- Provide group and one-to-one activities and support.
- Act as a key point of contact to visitors, participants, and volunteers in the Hub, meeting and greeting, logging data, and supporting daily duties in the Hub.
- Identify when participants require referral to external services for support with mental health, substance misuse, financial advice, or other needs, and facilitate those referrals.
- Support participants in accessing the community laundry facilities.
- Assess participants' needs for additional support with food and fuel and make appropriate referrals to partner organizations.
- Produce timely, relevant, and high-quality reports, action plans, and attendance sheets and submit any other relevant evidence relating to participant and volunteer progress.
- Develop a range of appropriate on- and off-site enrichment activities for participants.
- Oversee and monitor all on- and off-site activities, ensuring all health and safety guidelines and policies are followed.
- Liaise regularly with other members of the Partnership to discuss the progress of participants in relation to targets set and actions completed.
- Liaise regularly with the Project Manager regarding the writing and reviewing of risk assessments.
- Support in the running of cultural, sports, and enrichment events and activities.
- Assist in the development and modification of materials and resources required by individual participants.
- Ensure the welfare of participants in your care at all times, ensuring participants have appropriate and suitable personal protection equipment if required for any activities.
- Be an effective member of the team, willing to both give and receive support from colleagues as necessary.
- Help to promote the development of participants' communication, social skills, personal resilience, and independence skills.
- Ensure that participants are monitored and protected at all times, being alert to signs of safeguarding concerns.
- Contribute to the development of a peer support-focused regular activity.
- Maintain and update social media pages.

Additional Requirements

- Integrate with the wider team and share knowledge to benefit the holistic development of programmes.
- Operate in a proactive and innovative manner, generating solutions to support a diverse customer base into sustainable employment, while maintaining a belief in participants' abilities.
- Comply with all organisational policies, procedures, and systems.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children, young people, and vulnerable adults, reporting any concerns in accordance with the organisation's safeguarding policies.
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post