

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



## JOB DESCRIPTION

JOB TITLE:	Community Activities Coordinator
REPORTS TO:	Project Manager
SALARY:	Circa £25,129 per annum, pro rata
DURATION:	Fixed term to 31 March 2026
HOURS:	18 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, with a strong emphasis on arts, crafts, and hands-on making projects that inspire creativity and self-expression. You will bring a sense of creative flair to workshops and group sessions, encouraging participants to explore their talents, learn new skills, and take pride in what they create. These activities will promote independence, resilience, choice, and dignity among participants, helping them build valuable personal and professional skills, boost their confidence, and achieve their goals.

In addition to group activities, you will provide one-on-one support for specific initiatives, introduce participants to various opportunities, and ensure that all sessions are delivered in a safe and inclusive

environment. You will support the development of essential soft skills and encourage ongoing participation in the Furness For You Programme. The role also includes identifying when individuals need additional support, referring them to appropriate services, assisting with access to the community laundry, and assessing needs for food and fuel support, making referrals where required.

## KEY TASKS

### Key Responsibilities: Programme Delivery

- Lead on the co-ordination and delivery of craft and skill based participant & volunteer activities
- Provide group and one-to-one craft & skill 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