

Community Engagement Coordinator - ADVERT

Location: Open Age's Main Office; St Charles Health & Wellbeing Centre/hybrid/outreach in locality.

Salary: £31,000 per annum

Hours: Fulltime 35 hours per week

Contract type: Permanent

Line Management: Head of Outreach and Support

Working with: Senior Leadership Team; Project Staff; Open Age Service Users; Community Organisations.

The Role

We are currently recruiting for an exciting new role at Open Age: Community Engagement Coordinator.

As Community Engagement Coordinator you will be assisting Open Age with its current strategic missions of learning & growth. Situated within the charity's Outreach & Support Team, you will support the delivery of a specific project seeking to enhance our engagement, understanding, and cohesion with local diverse and marginalised communities.

In this role you will develop partnerships to help Open Age listen to community needs – collaborating with groups supporting global majority individuals to co-produce activity delivery that centers lived-experience, social cohesion and community connection at its core. A key target of this important project is to work collaboratively to ensure our Open Age activities and services are increasingly accessible and relevant to any local older person who wishes to join.

About Us

Open Age is a London-based charity dedicated to supporting & enabling older people to live happy, active and socially connected lives. We run a unique and exciting programme of over 250 group activities each week – from fun physical activities like Zumba or Chair Yoga, to stimulating Learning & Skills courses like digital skills and languages, to incredible arts and performance opportunities... and more!

With over 4000 beneficiaries living across the West London area, Open Age has grown over the last 30 years to offer activities & services which reflect and embrace the diversity of the West London communities we support.

Along with a fun-filled and impactful group activity programme we also offer a range of dedicated community outreach and support services – helping to ensure any older person living locally can access Open Age and its vibrant community of beneficiaries.

What you get in return

You will be working in a passionate and enthusiastic team with a strong vision and ambition in striving to enrich the lives of older people.

We offer 25 days leave (pro rata) plus bank holidays and 1 extra day off for your Birthday and occasionally additional paid leave over Christmas period is given.

Employer and employee contribution to pension in line with auto-enrolment pension requirement, 3% employer contribution

Hybrid working, offering a flexible combination of office and home-based working depending on your role.

Access to the Cycle to Work Scheme through salary sacrifice.

We are London Healthy Workplace Award accredited and proactively invest in the health and wellbeing of employees supporting fair employment practices and a better workplace.

Regular staff social events.

Training opportunities.

An inclusive work environment welcoming people from all backgrounds, sexuality, ability, race, ethnicity, gender and age.

Applying for this role:

To apply for this position, please submit your CV and cover letter, outlining your suitability for this role (no longer than two pages) to on apply on job website. CV's without covering letters may not be considered

The closing date for applications is **9am Monday 10th Feb 2025**

Interviews will be held after the closing date.

Please email lburgess@openage.org.uk to ask about any reasonable adjustments you may need to be able to apply to this role.

Interview dates: Week of 10th Feb 2025

The successful applicant will be required to undergo an enhanced DBS check.

Equal Opportunities:

Open Age is committed to promoting a diverse and inclusive community. We welcome applications from all backgrounds and experiences.