

## Community Engagement Coordinator Job Description

**ROLE:** Community Engagement Coordinator - Full-time, 35 hours per week, Permanent.

**RESPONSIBLE TO:** Head of Outreach & Support

### **JOB PURPOSE:**

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 lead the delivery of a specific project seeking to enhance our engagement, understanding, and cohesion with local diverse and marginalized 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 activities with wellbeing 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.

### **MAIN RESPONSIBILITIES:**

- Identify, build, and maintain relationships with groups supporting global majority individuals.
- Work collaboratively with local partners to co-produce services which reflect community needs.
- Organise and deliver culturally relevant activities, events, and workshops.
- Oversee the delivery of exciting new activities, groups and workshops for Open Age's diverse older beneficiaries.
- Apply learning gained through collaboration to adapt and improve the charity's approach to engaging individuals from marginalised groups.
- Increase Open Age's community presence to promote its activities & services across the community.
- Monitor and evaluate impact over the course of the 3-year project

### **GENERAL RESPONSIBILITIES:**

- Keep accurate and timely records of participants and activities.
- Evaluate the project to assess success against project outcomes.

- Produce reports and case studies in line with funder and management requirements as agreed with line manager.
- Work with other Open Age staff members particularly those working in the area to share information and resources.
- Recruit, schedule, supervise and support volunteers and independent tutors to deliver and support the services and activities including budgeting and invoice management.
- Attend internal and external meetings as required.
- Any other duties that may from time to time be reasonably required

## PERSON SPECIFICATION

This lists the skills, experience, knowledge, and abilities needed for this post.

### **ESSENTIAL SKILLS AND EXPERIENCE:**

- Proven experience of working with diverse communities, especially global majority groups.
- Strong partnership-building and networking skills.
- Understanding of the current issues prevalent to older people and later life.
- The ability and drive to develop evidence-based activities and initiatives in collaboration with local individuals and groups
- Experience of running or delivering activities.
- Experience of managing and delivering projects on time and within budget.
- Strong organisational skills and the ability to manage multiple activities.
- Excellent interpersonal and communication skills, with the ability to build trust and rapport.
- Experience in collaborating with a variety of partners and stakeholders.
- Proficiency in Microsoft Office, data management systems and using online platforms.
- A commitment to diversity, equity, and inclusion.

### **Personal Qualities**

- Creative and resourceful in addressing challenges.
- Self-motivated and able to work independently or collaboratively.
- Committed to equality, diversity, and inclusion.
- You will be a positive and empathetic individual with a passion for bringing communities together with engagement and collaboration.