

Community Engagement Coordinator Job Description

ROLE: Development Coordinator - Men's Space. Part-time, 21 hours per week, Permanent.

RESPONSIBLE TO: Men's Space Programme Coordinator

JOB PURPOSE:

We work with over 4000 older beneficiaries at Open Age and just 19% are men. Our Men's Programme seeks to encourage a greater number of older men to connect with Open Age and their wider communities by providing new activities, opportunities and support for local men age 50+. In this role you will develop and increase our activity provision and increase our membership of men 50+, working with local partners and grassroots organisations.

MAIN RESPONSIBILITIES:

- Expand the existing Men's Programme to reach more beneficiaries.
- Develop and deliver new activities that address older men's needs and interests in-line with project targets.
- Collaborate with local partners and stakeholders to extend outreach and activities.
- Monitor and evaluate the programme effectiveness.
- Support older men in overcoming barriers to participation and fostering long-term connections.
- Engage with older men in the community to understand their interests
- Foster new partnerships with local groups and venues to facilitate activities.
- Promote and market programmes to encourage participation.
- Act as a champion for men's engagement within Open Age, advocating for their needs and perspectives.

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 in community development, group facilitation, or a similar role within diverse communities.
- Experience of running or delivering activities.
- An understanding of challenges faced by older men, with strategies to overcome participation barriers.
- Success in engaging hard to reach groups.
- 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 and basic data management systems.
- Knowledge of health frameworks, mental health and physical activity approaches.
- Experience with monitoring, and reporting.
- First Aid training or willingness to undertake it.

Personal Qualities

- Empathetic, patient, and approachable.
- Creative and resourceful in addressing challenges.
- Self-motivated and able to work independently or collaboratively.
- Committed to equality, diversity, and inclusion.