



Job Description & Person Specification

Activity & Community Engagement Co-ordinator

Job Description	
Job Title:	Activity and Community Engagement Coordinator
Pay Grade / Scale / Range:	SO1 points 23-25 £38,510 - £40,444 (FTE per annum)
Benefits & Perks:	Local Government Pension Scheme, occupational sick pay, TOIL scheme, Heath Scheme
Working hours:	To be confirmed
Location:	New Bridge Horizons sites, with community-based work across Oldham and neighbouring areas
Special circumstances:	N/A
Staff responsible to:	Head of Site
Staff responsible for:	No direct line management initially; coordination of internal colleagues, sessional workers, volunteers and external partners in relation to the activity programme
Accountable to:	New Bridge Horizons Directors
Probationary period:	26 working weeks (may be extended in line with the organisations probationary procedure)

About New Bridge Horizons

New Bridge Horizons is an adult day provision for people aged 19 and over with learning disabilities, autism, behavioural support needs and complex medical or personal care needs. We currently work across two sites and support people with a wide range of abilities, communication needs and aspirations. Our vision is Creating Meaningful Futures through learning together, learning for all and learning for life.

Horizons is moving beyond a traditional day-centre model towards purposeful adult pathways, stronger community connections and activities that are planned around individual outcomes. The Activity and Community Engagement Coordinator will be central to making that ambition consistent and sustainable across both sites.



Job purpose

The postholder will lead the design, coordination, implementation and review of a varied programme of learning, wellbeing, leisure, community and contribution opportunities. They will create a clear programme for each term or semester, communicate it in accessible formats, secure internal and external contributors, and support teams to deliver activities safely and consistently. They will be trusted to progress agreed priorities independently, make sound operational judgements and keep the Head of Site informed through proportionate reporting and timely escalation.

The role is both practical and developmental. The postholder may facilitate selected sessions, but their primary responsibility is to build the systems, partnerships and timetable that enable high-quality activity to happen across Horizons. They will ensure that activities are not simply events: each opportunity should have a clear purpose, be inclusive of people with differing levels of need, and contribute to meaningful outcomes.

Tree of Growth pathways

Pathway	Focus	Illustrative opportunities
Grow	Learning, confidence and everyday skills	Cooking, communication, independent living, digital skills, health education and creative learning
Connect	Relationships, belonging and community	Community groups, accessible information, relationship education, local events and peer connection
Contribute	Purpose, citizenship and progression	Volunteering, enterprise, environmental projects, community action and employability-related opportunities
Thrive	Physical and emotional wellbeing	Movement, sport, music, drama, relaxation, Five Ways to Wellbeing and access to health promotion

Main responsibilities

Programme planning and coordination

- Develop and maintain a balanced activity plan for each term or semester across all sites and community settings.
- Translate the Tree of Growth pathways into a clear timetable with defined themes, dates, intended outcomes, lead responsibilities and practical requirements.
- Coordinate a mixture of regular activities, specialist workshops, community opportunities, themed events and responsive sessions.
- Plan far enough in advance for staffing, transport, venue access, equipment, communication support, consent, risk assessment and funding requirements to be addressed.
- Maintain flexibility so the programme can respond to emerging needs, individual interests, community opportunities and changing circumstances.



- Work across both sites to reduce unnecessary duplication while recognising different environments, group profiles and support needs.

Co-production and inclusive practice

- Lead a co-produced approach to programme development, creating meaningful ways for people who attend Horizons to influence priorities, themes, activities and reviews using communication methods appropriate to each person.
- Design and use proportionate engagement methods, including accessible conversations, observation, small-group work, surveys and feedback tools, to understand the views of people who attend, families and carers. Work with key workers to identify interests, aspirations, cultural needs, barriers to participation and opportunities for progression.
- Ensure activities are suitable for adults and can be adapted for people with differing communication, sensory, mobility, behavioural, medical and personal care needs.
- Promote dignity, choice, positive risk taking and the least restrictive approach while recognising when specialist advice or additional controls are required.
- Produce or coordinate accessible information, visual timetables, social stories and other preparatory materials where needed.

Partnership and community development

- Build and maintain relationships with voluntary, community, health, education, leisure, arts, sports and employment organisations.
- Identify appropriate speakers and providers, for example mental health services, sexual health teams, Mencap, advocacy organisations, sports providers, musicians and drama groups.
- Develop opportunities for community participation, volunteering and reciprocal contribution rather than relying only on activities delivered within Horizons buildings.
- Represent Horizons professionally at meetings and community events and communicate clearly with partners about the needs, strengths and rights of the people we support.
- Agree clear expectations with partners, including scope, roles, costs, safeguarding arrangements, information sharing and practical delivery requirements.

Safe mobilisation and governance

- Work with Human Resources, safeguarding leads and managers to establish the checks and agreements required before an external individual or organisation begins work.
- Coordinate proportionate due diligence, including identity and suitability checks, Disclosure and Barring Service requirements where applicable, insurance, qualifications, safeguarding arrangements and references or service agreements.
- Support the preparation of memoranda of understanding, service specifications or other written agreements when required.
- Ensure appropriate consent, capacity, confidentiality, photography, information governance and record-keeping arrangements are considered.
- Lead or coordinate the governance required for safe delivery, ensuring that activity, venue and community-access risk assessments are completed, reviewed and approved



through the appropriate process. Work with operational colleagues to confirm compatibility with individual support plans, health needs, emergency arrangements, safe staffing and transport arrangements.

- Escalate concerns promptly and follow New Bridge Group policies, including safeguarding, health and safety, incident reporting, equality and data protection requirements.

Main responsibilities continued

Communication and engagement

- Publish a clear advance programme for people who attend, families, carers and staff, with dates, locations, accessibility information and any additional costs or actions required.
- Use accessible, engaging communication and work with colleagues to produce easy-read or symbol-supported versions where appropriate.
- Provide timely updates when arrangements change and ensure operational teams have the information needed to prepare people effectively.
- Promote opportunities internally and externally through approved communication channels, celebrating achievements while respecting consent and confidentiality.
- Gather feedback from people who attend, families, carers, staff and partners and use it to improve future programmes.

Outcomes and quality improvement

- Establish a proportionate evaluation framework for the programme, defining intended outcomes and showing how activities relate to individual goals and the Grow, Connect, Contribute and Thrive pathways.
- Develop proportionate methods for recording participation, engagement, progress, enjoyment, skills, confidence, community connection and wellbeing.
- Analyse qualitative and quantitative information to identify what is working, where participation or access is uneven, what needs to change and where further development or investment is justified.
- Produce clear, evidence-based programme and impact reports for the Head of Site, senior leaders and directors, presenting progress, outcomes, risks, learning and recommendations for improvement.
- Share learning and practical resources with staff so successful activities can be repeated and embedded rather than remaining one-off events.
- Keep informed about good practice in meaningful activity, adult learning disability provision, autism support, community inclusion and accessible health promotion.

Resources and funding

- Plan activity expenditure within agreed budgets and obtain approval before making financial commitments.
- Seek value for money and make effective use of community assets, internal expertise, donated resources and partnership opportunities.



- Identify suitable grants, sponsorship and funding opportunities and support applications, monitoring and reporting in line with organisational approval processes.
- Make additional costs transparent in advance and ensure no person is excluded without reasonable alternatives being explored.
- Maintain accurate records of bookings, contracts, purchase requests, invoices, attendance and funding conditions.

Teamworking and delivery

- Work closely with the Head of Site, deputy, key workers, support workers, administrative colleagues and wider New Bridge Group teams, taking ownership of agreed workstreams and maintaining momentum with limited day-to-day supervision.
- Provide staff with clear plans, resources and briefings so they understand the purpose of each activity and how to support participation.
- Facilitate selected activities where this adds value, including piloting new approaches before they are embedded within the wider programme.
- Contribute to meetings, huddles, supervision, training and service-development work relevant to the role.
- Demonstrate flexibility across sites and occasionally work outside usual hours where planned events require it, subject to contractual arrangements.

Safeguarding and professional responsibilities

- Promote the rights, safety, dignity and wellbeing of adults who may be at risk of abuse or neglect.
- Recognise and report safeguarding concerns without delay, following organisational procedures.
- Maintain appropriate professional boundaries and treat confidential information responsibly.
- Act in accordance with New Bridge Group values, policies and expected standards of conduct.
- Undertake required training and maintain relevant continuing professional development.



Person specification

Candidates will be assessed against the essential criteria. Desirable criteria may be used to distinguish between candidates who meet all essential requirements. Equivalent experience may be considered where a specific qualification is not essential to safe and effective performance.

Area	Essential	Desirable
Education and development	Relevant qualification at Level 4 or above, or equivalent substantial experience in project coordination, community development, health and wellbeing, education, social care or a related field Evidence of relevant continuing professional development Confident written communication and numeracy	Degree or equivalent professional qualification in a relevant field Recognised project management qualification or training Training in accessible communication, autism, learning disability or behaviour support
Relevant experience	Substantial experience of independently planning, implementing and reviewing a programme, project, events or activities Experience of building productive relationships with external organisations and professionals and following opportunities through to delivery Experience of coordinating several workstreams, deadlines, contributors and practical arrangements Experience of working with people with learning disabilities and or autism, including people with differing communication, sensory, mobility, behavioural or health needs Experience of co-production or structured consultation with people who use services, families or carers Experience of completing or coordinating risk assessments and other practical governance arrangements Experience of evaluating activity or project impact and producing written reports for managers or senior stakeholders	Experience in adult day provision or community-based adult services Experience across more than one site Experience of community mapping, volunteering, employability, arts, sports or health-promotion programmes Experience of grants, sponsorship or funding applications Experience of presenting findings or recommendations to senior leaders or boards



Area	Essential	Desirable
Knowledge	Sound understanding of the needs, rights and aspirations of adults with learning disabilities and autism Understanding of how purposeful activity can improve wellbeing, independence, skills, relationships and community inclusion Working knowledge of safeguarding, equality, confidentiality, consent, capacity and proportionate risk management Understanding of person-centred, strengths-based, outcome-focused and co-produced practice Understanding of the governance required to deliver activities safely in building-based and community settings	Knowledge of the Care Act 2014, Mental Capacity Act 2005 and accessible information principles Knowledge of local services and community assets in Oldham and Greater Manchester Understanding of evaluation methods, outcomes frameworks or social value
Skills and abilities	Excellent verbal and written communication, with the confidence to engage people who attend, families, staff, senior leaders and external partners Able to work with a high degree of autonomy, take ownership, use sound judgement and escalate appropriately Strong project planning, prioritisation, follow-through and record-keeping skills Able to initiate relationships, make connections and convert ideas into deliverable plans Able to create clear timetables, project plans, briefs, risk assessments, reports and accessible communications Able to design proportionate evaluation methods, analyse feedback and data, and communicate impact and recommendations clearly Able to coordinate colleagues and partners through influence, clarity and constructive challenge Confident using standard digital tools, including email, calendars, documents, spreadsheets and presentation software	Ability to produce easy-read or symbol-supported materials Facilitation, presentation or group-delivery skills Experience of monitoring budgets, producing dashboards or demonstrating social value



Area	Essential	Desirable
Personal approach	• Creative, curious and proactive • Reliable and methodical, with close attention to detail • Warm, respectful and inclusive • Confident in initiating relationships while maintaining professional boundaries • Calm and adaptable when plans change • Committed to adult rights, choice, dignity and meaningful futures	• Established community networks relevant to the role
Practical requirements	• Able to work across both Horizons sites and in community settings • Able to meet the role's safeguarding and pre-employment requirements • Willing to work occasional planned events outside standard hours, subject to contractual arrangements	• Full driving licence and access to transport, where this is required and reasonable adjustments have been considered

Indicative measures of success

The exact measures should be agreed with the postholder once the baseline position and organisational reporting arrangements are confirmed. Indicative measures include:

- A published programme is in place for each term or semester across both sites, with appropriate notice for people who attend, families, carers and staff.
- The programme demonstrates a balanced offer across Grow, Connect, Contribute and Thrive.
- People who attend have accessible and meaningful opportunities to shape the programme and review their experiences.
- External contributors and community partners are mobilised safely, with appropriate checks, agreements and practical arrangements completed on time.
- Participation is broadened, including for people with complex communication, mobility, medical or behavioural support needs.
- Activities have clear intended outcomes and the service can evidence participation, feedback and impact.
- Staff report improved clarity, preparation and access to resources for activity delivery.
- Partnership, grant or sponsorship opportunities increase the range and sustainability of provision without compromising governance or equity.

Working relationships

The postholder will develop constructive working relationships with:

- People who attend Horizons, their families, carers and advocates
- Head of Site, deputy, key workers, support workers and administrative colleagues



- New Bridge Group colleagues, including Human Resources, safeguarding, finance, estates, communications and education teams
- Adult Social Care, health professionals and other members of multidisciplinary teams
- Voluntary and community organisations, advocacy groups, leisure and cultural providers, employers, training providers and funders

Role scope

This job description describes the principal responsibilities of the role and is not an exhaustive list. Duties may develop as Horizons grows and its model evolves. Any significant or permanent change should be discussed with the postholder and reviewed through the appropriate organisational process.

The post is subject to the organisation's safer recruitment requirements and an appropriate Disclosure and Barring Service check. The postholder must comply with all relevant New Bridge Group policies and procedures.

Approval

Job holder	Date
Manager	Date
Review date	

