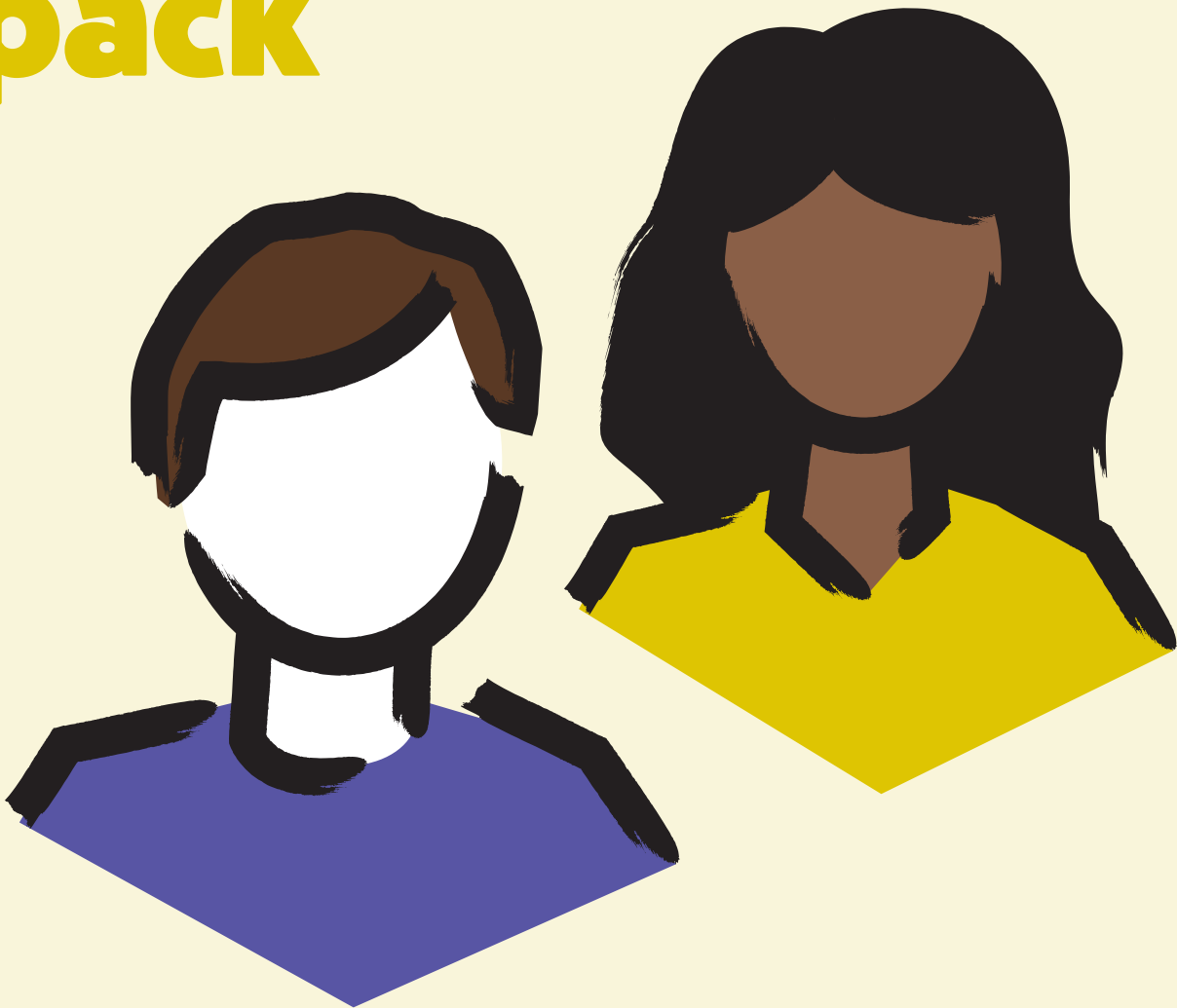


**Likewise**

**Community  
Programme  
Coordinator  
Information  
pack**



# Community Programme Coordinator

We're looking for a dynamic, creative and caring Community Coordinator to join our team. You'll be primarily responsible for managing our programme of community activities, events and therapies at our wellbeing hub and garden in Camden.

You'll be helping to provide a place where people can find belonging and get support navigating life, as we continue to develop the Hub from its roots as a mental health day centre into an accessible, thriving community wellbeing hub.

## KEY INFORMATION

<b>Salary</b>	£28,000
<b>Holiday</b>	28 days + bank holidays (increasing by 1 day per year of service)
<b>Pension</b>	5% employer contribution
<b>Hours</b>	Full time, flexible
<b>Based</b>	At our Likewise Community Hub in Camden (at least 4 days a week)



## About us

Likewise is an innovative social care and mental health charity working at the heart of the Camden community to support individuals experiencing isolation and social exclusion.

At Likewise our culture is all about being human together. More human organisations do more human work. We put a lot into having authentic relationships, work hard to support each other's sense of belonging and love learning together through the work we do.

Our three strands of work are:

- **Community** – building spaces where people feel safe to be themselves, and feel a sense of belonging, connectedness and acceptance

- **1-to-1 Support** – flexible, person-centred support to meet the complexity a person experiences in their day-to-day life, whether at home or out in the community
- **Shared Learning** – providing experiential learning and formal training opportunities that support personal wellbeing and skills development, primarily through our volunteer and placement student programmes.

Putting relationships first, we help people navigate life practically and emotionally, feeling a sense of belonging and acceptance. We're also trying to influence change in the local health and care system so that organisations and services become more human, adaptable and responsive to people's lives.



## ABOUT THE COMMUNITY HUB

The Likewise Community Hub offers a safe space for people to explore a range of wellbeing activities and events, whilst creating opportunity for connection, relationship, belonging and support.

Our Community Hub and Garden is open to all with a particular focus on people who may feel lonely or socially isolated through mental ill health. It's a place to access therapies, groups and activities supporting belonging and wellbeing. The hub is both a place to meaningfully contribute, and to feel supported, upholding the principle that we all have needs and we all have something to offer.

## FLEXIBILITY

We believe in everyone's intrinsic motivation to do their best work and trust each other to manage working time in the way that best serves the work we're doing. Everyone is free to structure working hours and time in a way that both suits their life and their professional role. Everyone wants to get the most from both.

## BRING YOUR WHOLE SELF TO WORK: IT'S ALL WELCOME

Our hope is that every person who joins our community – whether as a staff member, client, volunteer or supporter – can feel safe to be themselves and our commitment is to creating working spaces and relationships where this is possible. We're passionate about creating a workplace that promotes and values diversity, inclusion and belonging. Organisations that are diverse in age, gender identity, race, sexual orientation, physical and mental health, ethnicity and perspective are vital to our communities.

## WE'RE ALL LEARNERS AND LEADERS

We are committed to our own learning, growth and development. We value being able to sit with the discomfort of being outside our comfort zone, engage in the diverse experiences of our work, and bring a learning attitude to everything we do. We all need to be able to tap into our own leadership, take responsibility for finding the potential in ourselves and others, and have the courage, commitment and care to develop that potential.

## About You

We're looking for someone who is:

- Passionate about people – and keen to work in an environment where there's connection with a diverse range of individuals
  - Organised, detail focused and a great problem solver
  - Curious, reflective and open to learning – about our work, values, and about themselves
  - Willing to step outside their comfort zone – and join a work culture that's all about openness, challenge and learning
  - Adaptable and keen to be part of our broader work – to join in a community event or sit and have a cup of tea with a client when the opportunities arise
- A good communicator and relationship builder – who can represent the organisation and hold relationships as someone, who will often be, the first point of contact
  - Willing and able to meet people where they are at, engaging with sometimes challenging relational dynamics and diverse ways of relating
  - Able to work from our Camden Hub at least four days a week

You'll need to have some experience of, or feel very confident in:

- Planning, delivering and co-ordinating community activities and events
- Supporting volunteers
- Community engagement and co-production
- Working in a people focused role
- Understanding and responding to the unique needs of people with mental health challenges



## KEY AREAS OF RESPONSIBILITY AND FOCUS

### **Coordination, Management, Planning**

- Coordinating the curation, planning, scheduling and delivery of community projects, activities and events at the Likewise Wellbeing Hub and Garden
- Coordinating the Likewise Creative Therapies service referrals and delivery
- Making good use of our community facilities, garden and kitchen to support wellbeing in the community.

### **Communication, Information and Relationship**

- Working with relationship building, conflict, rupture, and repair with, and between, community members
- Being a point of contact with community members and activity hosts
- Coordinating placement student team to manage communication channels for the community, including social media, digital content and website updates
- Working in collaboration and partnership with our Programme Lead, Learning Programme Coordinator and Office/Hub Administrator to realise the full potential of our Community Programme

### **Community Engagement**

- Increasing access and engagement with the Hub from a diverse community through partnerships, informal and formal referral networks
- Working with the Programme Lead to build engagement with the community programme through programming, marketing and communications
- Developing and building on the participation, voice, and sense of ownership of community members in the Community Hub

### **Learning, Monitoring, Evaluation**

- Ensuring accurate and useful data collection for the Community Programme
- Implementing evaluation/learning tools and methods set up by Monitoring, Evaluation Learning Lead
- Monitoring budget expenditure for Community activities, events and therapies

### **Community Hub Space**

- Working with Office/Hub Administrator to ensure the smooth running of community hub
- Working with Office/Hub Administrator to ensure the hub is a welcoming, effective and well-functioning space for community members.
- Supporting the function of front office and reception

### **Partnerships**

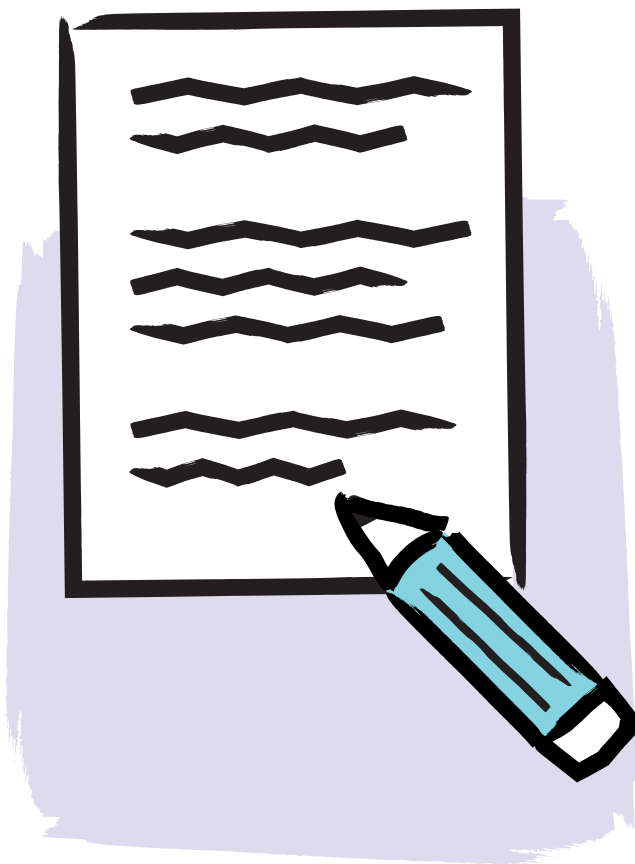
- Maintaining relationships with a wide range of stakeholders including partner charities, volunteers, Camden Council and community members.
- Managing partnerships to support and deliver community activities and events for wellbeing
- Supporting the co-production of activities and events with community members.

## How to apply

We want to make our recruitment as inclusive as possible. If there is a part of this application process where you feel you may need reasonable adjustments to do your best, please get in contact with us to chat this through.

The recruitment process for this role will contain 3 stages:

1. A written application (see below for guidance) by 2nd May 9am;
2. A group selection workshop on the evening of 8th May at our hub in Camden;
3. A presentation and interview on the week commencing 13th May, with flexible timings



### STAGE 1: YOUR WRITTEN APPLICATION

To apply for this role, please complete the application form via the link below before 9am on 2nd May. This includes space to copy in your CV and supporting statement.

[Link to application form](#)

#### Your CV

We welcome either chronological or skills-based CVs for this role – please use whatever format works best for you. Please do not include your name or any other personal characteristics on your CV. This helps us to look at written applications anonymously.

#### Your supporting statement

Your supporting statement should address the following two questions, and be no more than 800 words long:

1. What is at the heart of your offer to Likewise and this particular role in terms of skills, competencies and experience?
2. Tell us about some of your guiding values as a person. You could reflect on the following: What are they and why are they meaningful to you? What have you learned about them through living them? How will they serve the role at Likewise?

Again, to help us look at applications anonymously, please do not include your name or any other personal characteristics on your supporting statement, unless they are necessary for a point you are writing about.

## HOW WILL YOUR APPLICATION BE ASSESSED, AND WHAT HAPPENS NEXT?

We will assess anonymised supporting statements and CVs separately against the criteria listed in the “about you” section. Our decision on whether we invite you to the next stage will be based on our combined assessments of your CV and supporting statement.

We will let you know the outcome of your application either way at every stage of the process. Please note, we are a small team, so are unable to provide feedback at the first stage of recruitment, but we will give feedback at stages 2 and 3.





**Likewise**

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