

## Job Description

### Programme Lead - We Connect 'Community Building'

**Reports to:** Core Team

**Salary:** £39,000 per annum

**Contract:** Fixed-term, 12 months

**Probation:** Six months

**Hours:** 35 hours per week (Includes some evenings and weekends)

**Location:** Across the City of London and Hackney (various community venues)

**Holiday:** 30 days + bank holidays

## About Shoreditch Trust

Shoreditch Trust works to create a future free from inequality. Our people-focused and peer- support approach enables us to design services around the needs of those we support, building individual and community leadership and supporting people to achieve their goals. With over 20 years' experience, we deliver community-based health and wellbeing programmes that strengthen social networks, improve outcomes, and create pathways to opportunity.

We focus on communities experiencing health, social, and economic inequalities, including women in pregnancy and early parenthood, young people at risk, stroke survivors, socially isolated older people, and individuals living with long-term health conditions.

## Purpose of the Role

The We Connect Community Builder will lead the development, delivery, and growth of the We Connect programme, with a strong focus on:

- Designing and overseeing a dynamic, inclusive schedule of group activities
- Building and sustaining strategic partnerships across community, voluntary, arts & culture, statutory, and local authority sectors
- Strengthening community engagement, leadership, and participation
- Ensuring high-quality data management, monitoring, and reporting, including quarterly reporting
- Reducing social isolation and improving wellbeing across diverse communities

## Key Responsibilities

### 1. Programme Leadership & Activity Development (We Connect)

- Lead the planning, coordination, and delivery of an engaging and diverse programme of We Connect group activities, ensuring they are responsive to community needs and interests
- Develop creative and inclusive activity schedules, including health, wellbeing, social, and arts-based sessions
- Oversee the quality, accessibility, and impact of all programme activities
- Work with residents and facilitators to co-design activities, encouraging participation and progression into leadership roles
- Continuously review programme delivery using feedback, data, and insight to improve impact

### 2. Partnership Development & Stakeholder Engagement

- Build and maintain strong partnerships with:
  - Local community groups and residents
  - Arts and cultural organisations
  - Voluntary and community sector partners
  - Statutory services and local authorities

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- Identify and develop new partnership opportunities to enhance programme reach and sustainability.
- Represent Shoreditch Trust at networks, forums, and partnership meetings.
- Ensure We Connect is well-integrated within local systems and services.

## 3. Community Building & Engagement

- Lead proactive engagement with residents through outreach, events, and relationship-building activity
- Strengthen community trust, visibility, and participation in We Connect
- Support residents to develop confidence, skills, and pathways into leadership opportunities
- Ensure engagement approaches are inclusive, culturally sensitive, and responsive to diverse communities

## 4. 1-2-1 Community Navigation (Oversight)

- Oversee the delivery of Community Navigation support, ensuring residents:
  - are connected to appropriate services and activities.
  - are supported to achieve their personal wellbeing goals.
- Ensure a person-centred approach is embedded across all support
- Provide direct support where needed, particularly in complex or priority cases

## 5. Monitoring, Data & Reporting

- Oversee the collection, quality, and accuracy of programme data using the client management system
- Ensure all activity is recorded in line with KPIs and reporting requirements
- Produce quarterly reports demonstrating:
  - Programme performance and outcomes
  - Community impact and insights
  - Learning and recommendations for development
- Use data to inform strategic decision-making, programme improvements, and stakeholder reporting

## 6. Collaborative Working & Team Contribution

- Work closely with colleagues to ensure joined-up delivery across Shoreditch Trust programmes and activities.
- Contribute to organisational learning and development of community building, outreach and group facilitation practice.
- Provide leadership and support to colleagues, volunteers, and facilitators
- Participate in broader organisational priorities and initiatives.

## 7. Administration & Compliance

- Ensure all programme administration is completed accurately and on time
- Maintain compliance with safeguarding, data protection, and organisational policies
- Provide cover and support across the team when required

## Job Requirements

- Flexible working, including occasional evenings and weekends for events and outreach
- Ability to respond flexibly to community needs, including during crises or multi-agency responses.

## Person Specification

### Essential Experience

- At least 2 years' experience in community development or similar public-facing role

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- Experience managing or coordinating programmes and activity schedules
- Proven ability to build partnerships across sectors, including statutory and voluntary organisations
- Experience of community engagement and outreach with diverse communities
- Experience of monitoring, data collection, and reporting
- Experience supporting individuals and groups to improve wellbeing and achieve goals

## Desirable Experience

- Strong track record in community building or organising
- Experience working with partners
- Experience producing impact reports or evaluation documents
- Experience using data management systems

## Skills & Aptitudes

- Strong leadership and organisational skills
- Ability to develop and manage a varied programme of activities
- Excellent partnership-building and stakeholder engagement skills
- Ability to analyse and present data clearly and effectively
- Strong communication and facilitation skills
- Culturally competent and inclusive approach
- Ability to work independently and manage competing priorities

## Values & Commitments

Shoreditch Trust is guided by [values](#) of Equality, Connection, Compassion, Independence, and Flexibility, with a strong commitment to anti-racism, safeguarding, and inclusion.

## Safeguarding & Recruitment

This role is subject to safe recruitment practices, including references and DBS checks where applicable.