



Shoreditch Trust We Connect Coordinator – Job Description

Reports to: We Connect Team

Salary: £32,000 pa

Contract: Fixed Term- 12 Months

Probation: N/A

Hours: 5 days- 35 hours/week

Based at: Working across Shoreditch Trust and Community owned sites

Holiday: 30 days + bank holidays

Shoreditch Trust (ST) is working to create a future free from inequality. Our people-focused and peer-support approach enables us to model our services around the needs of those we support, facilitating individual and community leadership and development and encouraging people to achieve their goals. ST has over 26 years' experience and specialist expertise in designing and implementing community-based health and wellbeing programmes.

We support communities to improve their health and wellbeing, develop social networks, and build skills and access opportunities.

Our focus is on working with people who experience health, economic and social inequality.

Programme & Role overview

At Shoreditch Trust we offer personalised one-to-one support, groups, courses and drop-in activities to clients and the local community.

The We Connect Coordinator will cultivate a welcoming and inclusive environment that encourages individual self-management, peer support and volunteering.

The We Connect Coordinator plays a key role in delivering Shoreditch Trust's community wellbeing activities and combines practical group facilitation with the ability to facilitate engaging, inclusive and enjoyable group sessions, creating welcoming community spaces where people can connect, learn new skills, improve their wellbeing and build relationships.

Working alongside the We Connect team, volunteers and community partners, the role will support participants from diverse backgrounds to take part in activities and shared meals, while promoting independence and community participation.

Responsibilities:

The role in delivering high-quality, client-led support. Working within the ST model -centred on empowerment, peer support, and person-led recovery. This role requires strong collaboration with colleagues across the We Connect team and liaison with external providers to build integrated, responsive, and community-focused support for clients.

- Individual assessment of need and case load management
- Group design and facilitation
- Community Navigation - supported referral and sign posting
- Reporting

Tasks include:

- Work collaboratively with the We Connect team to shape the structure and content of the programme;
- Support clients to develop individual personalised support plans, liaising with key partners and carers;
- Codesign, plan and deliver group sessions, facilitating and enabling people to lead or cofacilitation of group discussions and activities;
- Prepare spaces and materials to make sessions welcoming, accessible and effective;
- Engage participants and volunteers to ensure everyone feels included and respected;
- Using Plinth to record all relevant data;
- Take part in training and reflective discussions;
- Provide occasional support to wider We Connect activities when needed.
- Follow safeguarding, data protection, and health and safety procedures.
- Work with core team, contributing to commissioner, funder and board reports as required
- Attend organisational meetings, events and clinical supervision
- Carry out other reasonable duties related to the project.

The role will be based across our Head Office and spaces across the community depending on delivery and administration requirements.

Job Requirements

This role requires flexibility, including occasional evening and weekend work, to meet the needs of the community and programme schedule. Hours will be agreed in advance based on planned activities.

Person Specification

Essential

- A valid Disclosure and Barring Service (DBS) check dated within the last 12 months.
- Experience working with community groups in a culturally diverse area.
- Experience facilitating group discussions, workshops, or community engagement activities.
- Ability to engage and support people one to one, working sensitively with people who have long-term conditions, disabilities, or health related challenges.
- Experience supporting or working alongside volunteers.
- Understanding of safeguarding principles and safe, inclusive group practice.
- Strong organisational skills, including preparing accessible, welcoming spaces for group sessions.

Desirable

- Experience codesigning services, projects, or group activities with participants or community members.
- Knowledge of local community resources, support groups, or health and wellbeing services.

Skills / Knowledge

- A confident, warm communicator able to encourage participation and ensure that all voices are heard.
- Able to inspire, include, guide, and support volunteers and participants.
- Understanding of what makes an inclusive, safe, and welcoming one to one and group environment.
- Ability to work collaboratively with colleagues, volunteers, and community partners.
- Strong listening and coaching skills
- An ability to gather, reflect, and summarise insights from group discussions.
- Ability to manage group dynamics and remain calm, patient, and solution-focused.
- Good team worker, flexible and resourceful, with a willingness to adapt as the project evolves.
- Interest in community-led approaches and the value of peer support in improving wellbeing

Safeguarding

Shoreditch Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff are expected to share this commitment and to:

- Follow Shoreditch Trust safeguarding policies and procedures at all times.
- Recognise, respond to and report safeguarding concerns appropriately.
- Maintain professional boundaries and act in the best interests of participants.
- Participate in safeguarding training and refresher sessions as required.

This role is subject to an Enhanced Disclosure and Barring Service (DBS) check.

Equality, Diversity and Inclusion

Shoreditch Trust is committed to creating an inclusive environment where everyone is treated with dignity, fairness and respect. We welcome applications from people of all backgrounds and expect staff to actively contribute to an inclusive culture that values diversity and promotes equal opportunities.

Shoreditch Trust Values

All staff are expected to demonstrate the Trust's values by:

- Putting people and communities at the heart of their work.
- Treating others with respect, kindness and compassion.
- Working collaboratively and building positive relationships.
- Being inclusive and valuing diverse experiences and perspectives.
- Acting with integrity, accountability and professionalism.
- Being creative, adaptable and committed to continuous improvement.