

Community Engagement Coordinator

Working Pattern: Part-time, 6 hours per week (with occasional evening & weekend working)*

Salary: £4,617.60 (London Living Wage pro rata)

Duration: 1 year (potential to extend, depending on funding)

Location: Office-based at Lordship Hub, Lordship Rec, Tottenham

Application Closing Date: Friday 20th March 5pm

Interview Date: Monday 30th March

**There may be additional hours available for staff cover, these are optional and will be paid @London Living Wage, currently £14.80/hr*

About Lordship Hub

Lordship Hub is a community run cooperative in an attractive building at the heart of a beautiful park, overlooking a lake. Our aim is to provide services that are needed in the local community including community events, room hire and volunteering opportunities. We also have a café which has become a popular venue, serving park users and the community. As a member's co-operative, we aim to provide the structure for local community members to run our community centre. For practical and ethical reasons, we operate a flat management structure and a flat pay structure, and we are an accredited London Living Wage Employer.

Context:

Lordship Hub Coop has recently secured funding from the National Lottery's Community Fund to deliver our *Lordship Hub for Everyone!* Project. The project aims to strengthen our community impact by providing inclusive events, improved facilities, and dedicated outreach that bring people together, reduce isolation, and give local people a real voice in shaping their community hub. We want to actively engage more people in our community – especially those who face additional barriers to inclusion, including older residents, disabled people, young people and those struggling with the cost of living. The project will build on what has worked well at the Hub, while creating new opportunities for people to connect, learn and support each other. It will strengthen the Hub's role as a "community building in every sense" – a place where local people not only access services but also help decide on and respond to what their community needs.

Role description:

The Hub is looking for a self-motivated individual who is familiar with the local area (N17/N15/N22) to work with existing staff members and volunteers to deliver our new project.

Key responsibilities include:

- Develop and deepen our partnerships/relationships with other local community organisations
- Work alongside other Hub colleagues & local partners to deliver an inclusive programme of community events
- Work alongside other Hub colleagues on increasing the Hub's membership (to further develop community member's involvement in decision making)

- Work alongside the volunteer co-ordinator on volunteer recruitment (at community events)
- Work alongside other Hub colleagues to secure income streams to extend this role beyond 12 months

Skills & Criteria

Essential

- Excellent listening and communication skills – able to connect with and work alongside people from a wide range of backgrounds
- Familiarity with Haringey's community sector
- Strong organisational and time management skills, including the ability to work independently with little direct supervision
- IT skills – comfortable with Microsoft suite, including Outlook, Teams, etc, with Canva and with social media platforms e.g. Instagram
- Commitment to learning and developing the Hub's co-operative principles

Desirable

- Experience working/volunteering/organising within community/grassroots organisation
- familiarity with co-operatives and/or flat hierarchies
- local resident (or a strong knowledge of the area)
- already involved in local organising in Haringey
- some flexibility with regards to working hours, as our community events often take place at weekends/evenings

Why it's great to work at Lordship Hub

- Work with a friendly and committed team with a mix of talents to support each other
- Enjoy a friendly, lively atmosphere in a beautiful park setting
- Be part of a community-run organisation involving local volunteers and users
- Lunch/refreshments provided on working day

To apply

Please send your CV and a covering letter **by Friday 20th March** (500 words max) to: personnel@lordshiphub.org.uk. Feel free to email us for a chat if you have any questions about the role, or if you would like to submit your application in another format (e.g. video)

How we will be assessing applications

CVs and covering letters will be assessed against the essential and desirable criteria listed in the job advert. Please make it clear in your CV and covering letter how you meet these criteria.

We understand that some applicants may wish to use AI to support writing applications. However, as we would like to understand your experience and perspective, we ask that your application is not entirely generated through AI.