

Job Description

1. Role Summary

Job Title:	Community Campus Coordinator	Job Code:	BC25
Reporting to:	Projects & Programme Manager		
Community Campus:	Manchester Community Campus		
Salary:	£27,000 per annum		
Hours:	37.5 hours per week, flexi time, including some evenings and weekends (48 weeks per year with 4 weeks holiday)		
Contract:	2 years and 5 months, self-employed (including 3-month probation)		
Location:	Hybrid-Flexi working, with 1 to 5 days a week at a Manchester office location that is to be confirmed.		

2. Role Purpose

The Youth Charter is recruiting a Community Campus Coordinator for the Manchester Community Campus. The Manchester Community Campus is a legacy of the Manchester 2000 Olympic bid and the hosting of the Manchester 2022 Commonwealth Games and is part of the Youth Charter's national Youthwise Community Campus Project supported by Sport England, Manchester Metropolitan University, Manchester Active, and Greater Manchester Moving.

The Community Campus Coordinator will have a passion for engaging, equipping and empowering young people and their communities and will have skills and experience for working with multi-Stakeholder Partnerships. The coordinator will also have skills and experience in the organisation and administration of community sport, art and cultural events and projects.

The Community Campus Coordinator will support the organisation and administration of Stakeholder Partner and Social Coach Recruitment and Onboarding, including meetings and workshops, and the delivery of Youthwise Projects with Stakeholder Partners and Social Coaches. The coordinator will also participate in, and support the delivery of, the Social Coach Leadership Programme.



3. Responsibilities

Development & Delivery

- Support the development and delivery of the Manchester Community Campus with Stakeholder Partners, Social Coaches, Young People and their Communities
- Support the recruitment and onboarding of Stakeholder Partners and Social Coaches
- Support the delivery of Stakeholder Partner Group and Social Coach Leadership Programme meetings and workshops
- Support the delivery of Youthwise Projects with Stakeholder Partners and Social Coaches

Coordination & Administration

- Coordinate and administer the delivery Stakeholder Partner Group and Social Coach Leadership Programme meetings and workshops
- Coordinate and administer the delivery of Youthwise Projects with Stakeholder Partners and Social Coaches

Collaboration & Partnership

- Work closely with Stakeholder Partners, including local schools, community organisations, and other public, private and third sector organisation to foster collaboration and partnership through the Manchester Community Campus
- Support the development of new initiatives and programs based on community needs and in alignment with the Youth Charter's mission

Community & Outreach

- Serve as a key point of contact for Stakeholder Partners, Social Coaches, young people, parents and other community members
- Encourage Stakeholder Partners and Social Coaches to actively participate in the Birmingham Community Campus Group on the Community Campus Portal, sharing and discussing information about the Youthwise Projects they are delivering
- Support the recruitment and onboarding of Stakeholder Partners and Social Coaches and maintain regular communication with them.
- Help organise the delivery of Youthwise Projects with Stakeholder Partners and Social Coaches and associated online training.
- Promote campus activities and programs through social media, community outreach, and other communication channels
- Assist in the development of promotional materials and communications
- Create regular posts in the Manchester Community Campus Group on the Community Campus Portal, including: Stakeholder Partner and Social Coach Leadership Programme meetings and workshops; and highlighting Youthwise Projects being delivered by Stakeholder Partners and Social Coaches

Youth Engagement

- Facilitate youth participation in program planning and decision-making
- Provide support and guidance to youth participants, encouraging their personal and academic growth
- Ensure all Youthwise Projects are being delivered in-line with the Youth Charter's Safeguarding and Child Protection Policy and Procedures

Data Management

- Collect, analyse, and report on program data to assess effectiveness and impact
- Ensure compliance with relevant policies, procedures, and regulations

4. Person Specification

Essential

- A passion to engage, equip and empower young people and their communities
- Experience of supporting, volunteering or helping out at community sport or youth clubs, and/or community events and projects, e.g. sport competitions or arts education projects
- Knowledge and understanding of the barriers to participation in sport, art, culture and digital activities for young people from disadvantaged and disaffected communities
- Knowledge and understanding of the importance of safeguarding and child protection (training provided)
- Excellent written and verbal communication skills
- Excellent attention to detail and ability to follow established processes
- Strong organisational skills, including the ability to manage competing tasks and prioritise your own workload to meet deadlines
- Ability to work flexible hours, including evenings and weekends on occasion, to support events and activities
- A calm solutions focused attitude to working independently in a remote location
- Ability to use digital applications, including Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Zoom and basic data management software
- Experience with social media platforms for communication and promotion
- GCSE English and Match Levels 9 to 4 (A to C)
- The right to work in the UK
- DBS Certificate
- Able to travel to locations across Manchester

Desirable

- Experience working with multi-Stakeholder Partnerships
- Lived Experience of the barriers to participation in sport, art, culture and digital activities for young people from disadvantaged and disaffected communities
- Degree, HND, HNC or equivalent in education, sports, art, culture or youth work
- Professional qualifications in education, sports, art, culture or youth work

Personal Attributes

- A personal commitment to the Youth Charter's Mission, Vision and Objectives
- Committed to continuing personal and professional development

5. Recruitment Process

Action	Date(s)
1. Applications Open	Mon 2 nd June 2025
2. Applications Close	Mon 9 th June 2025
3. Applicants Shortlisted	Tue 10 th to Fri 13 th June 2025
4. Applicants Interviewed	Mon 16 th June to Thu 19 th June 2025
5. Appointment Made	Fri 20 th June
6. Induction and Onboarding	TBC with successful applicant

Application Deadline: 5pm Monday 9th June 2025

Please refer to the Job Description and then complete the [Application Form](#)