

## Job Description

### 1. Role Summary

<b>Job Title:</b>	Community Campus Coordinator	<b>Job Code:</b>	LC26
<b>Reporting to:</b>	Projects & Programme Manager		
<b>Community Campus:</b>	London Community Campus		
<b>Salary:</b>	£27,000 per annum		
<b>Hours:</b>	37.5 hours per week, flexi time, including some evenings and weekends (48 weeks per year with 4 weeks holiday)		
<b>Contract:</b>	2 years, self-employed (including 3-month probation)		
<b>Location:</b>	Hybrid-Flexi working, with 1 to 5 days a week at a London office location to be confirmed.		
<b>Apply:</b>	Click on link to download the <a href="#">Application Form</a>		

### 2. Role Purpose

The Youth Charter is recruiting a Community Campus Coordinator for the London Community Campus. The London Community Campus is part of the Youth Charter’s national Youthwise Community Campus Project supported by Sport England.

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 London 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 London 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 London 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 London 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



#### Active Global Citizens

Young people engaged, equipped and empowered to contribute to a 21st Century Global Society for All.



#### Engaged

young people through sport, art, culture and digital activity



#### Equipped

with mental, physical and emotional life skills and resilience



#### Empowered

with the aspiration of further & higher education, employment & entrepreneurship

## 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 Newcastle

### 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 30th March 2026
2. Applications Close	Fri 17th April 2026
3. Applicants Shortlisted	Mon 20th April 2026
4. Applicants Interviewed	Thurs 23rd April 2026
5. Appointment Made	Fri 24th April 2026
6. Induction and Onboarding	TBC with successful applicant

Application Deadline: 5pm Friday 17<sup>th</sup> April 2026

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