**Community Development Co-ordinator – Job Description**

**Location:** London Borough of Camden (Highgate Newtown & Surrounding Estates) & Mind in Camden, Camden Town

**Contract Type:** Full-Time

**Salary:** £31,868 per annum (inclusive of London Weighting), NJC SCP 12
**Reports To:** Community Inclusion and Development Manager

**About the Role**

We are seeking a passionate and proactive Community Development Co-ordinator to design, coordinate and implement the **Community Champions Programme** in the Highgate Newtown area. This innovative, resident-led programme supports health and wellbeing through community empowerment, social action, and peer-led initiatives.

You will play a vital role in embedding asset-based community development, nurturing local leadership, and fostering social connection across estates such as Whittington and Brookfield. Delivery will focus on co-produced activities aligned to public health priorities, access to services, and community resilience. The successful candidate will oversee the full lifecycle of the programme — from asset mapping and volunteer coordination to service delivery, partnership building, and evaluation — ensuring that the initiative is inclusive, responsive, and rooted in Asset-Based Community Development (ABCD).

**Key Responsibilities**

**1. Programme Coordination**

* Lead on defining programme methodology and operational boundaries in line with ABCD and equity-focused principles.
* Co-produce a Locality Action Plan annually, based on ongoing resident listening and engagement.
* Embed equity-driven approaches in all programme design and delivery.
* Ensure smooth transitions and continuity in delivery if staffing changes occur.
* Manage the day-to-day operations from an accessible local base, e.g. Highgate Newtown Community Centre.
* Maintain clear, consistent communication with all stakeholders and community volunteers.
* Oversee co-production of activities and initiatives with Community Champions.

**2. Volunteer Development**

* Recruit, induct, and support a team of at least 10 Community Champions, with a wider network of associates.
* Provide volunteer induction training and feedback on the Council’s core training offer.
* Coordinate access to training pathways including:
	+ Mental Health training
	+ Making Every Contact Count (MECC)
	+ First Aid
	+ Public Speaking & Facilitation
	+ Project & Event Planning
* Recognise volunteer contributions through awards, celebration events, and features such as “Champion of the Month”.
* Create a Champions WhatsApp Broadcast List to maintain strong peer networks and timely communication.

**3. Health & Wellbeing Delivery**

Coordinate a wide range of resident-led and peer-facilitated activities, such as:

* **Mental Health and Resilience Workshops**
	+ Peer-led discussions on anxiety, loneliness, and stress
	+ Integrated with mental health training and signposting
* **Pop-up Health Clinics and Info Days**
	+ In partnership with NHS, GPs, and pharmacies:
		- BP/glucose checks, Ask the Doctor booths, vaccine info
* **Wellbeing Walks and Outdoor Exercise**
	+ Regular walks on the Heath or Waterlow Park
	+ Tai chi, gentle stretching in estate green spaces
* **Healthy Cooking Clubs**
	+ Intergenerational, budget-friendly, culturally inclusive nutrition sessions
* **Smoking & Substance Support Signposting**
	+ Coordinated outreach with local addiction services
	+ Champions trained to support informal conversations using MECC

Deliver at least:

* 3 public health campaigns annually (e.g. “New Year, New You”, Stress Awareness April, Winter Vaccination Drive)
* 20 hours of weekly activity, co-designed with Champions and residents
* 3 estate improvement projects (e.g. murals, community gardening, litter picks)
* Ensure minimum of 10 active volunteers, each contributing at least 2 hours/week.
* Signpost residents to local services and health campaigns through targeted outreach.
* Build long-term local partnerships with statutory, voluntary, and commercial organisations.
* Explore and secure additional funding to scale or diversify the programme.

**4. Community Cohesion and Engagement**

Foster social connection, intergenerational inclusion and trust through:

* **Monthly Community Cafés or ‘Soup & Chat’ Events**
	+ Themed sessions (e.g. housing rights, parenting tips)
* **Community Gardening Projects**
	+ Transforming underused land into herb/veg gardens, led by residents
* **Family Play and Storytelling**
	+ Under-5s playgroups including baby massage and early years support
	+ Strong links with Brookfield School and local health visitors
* **Homework Clubs & Digital Learning Hubs**
	+ Support for children and adults to improve literacy and digital access
* **Seasonal Events (Min. 3 per Year)**
	+ Summer festivals, Winter Warm-Up, Health & Heritage Fairs
	+ Stalls, performances, food, and service promotion

Other inclusive ideas include:

* Neighbourhood Treasure Hunts or Intergenerational Bingo
* Local art and storytelling projects to express community identity
* Climate-integrated activities (e.g. air quality walks, food waste reduction)

**5. Resident Voice and Systems Influence**

* Coordinate Quarterly Listening Campaigns via door-knocking, WhatsApp polls or walkabouts.
* Facilitate Monthly Community Voice Panels to shape programme direction, themed around issues such as youth safety, green space, or mental health access.
* Collate and feedback insights to Camden Council, local services, and health providers.
* Ensure all work aligns with Camden’s Health and Wellbeing Strategy and addresses the wider determinants of health.

**6. Partnerships and Service Integration**

* Build collaborative relationships with:
	+ NHS, pharmacies, schools (Brookfield), early years providers, churches/mosques
	+ Camden voluntary and community sector organisations
* Actively signpost residents to health, housing, employment, and youth services
* Collaborate with Camden Public Health on themed campaigns and shared outcomes

**7. Communications and Promotion**

* Use creative and accessible methods to promote the programme, including:
	+ Health Info Points in busy locations (leaflets, trained volunteers)
	+ WhatsApp Broadcasts, posters, newsletters, digital screens
* Ensure visibility of Community Champions branding on all materials
* Share case studies, community stories, and evaluation insights through engaging formats

**8. Governance and Infrastructure**

* Attend Council-hosted Community Champions Co-ordinator meetings and regular 1:1s
* Maintain accurate records on:
	+ Volunteer hours and demographics
	+ Training completed
	+ Attendance at events and activities
* Manage programme budgets and ensure value-for-money
* Ensure full accessibility and compliance with safeguarding, GDPR and health & safety

**9. Monitoring, Evaluation & Learning**

* Collect data on:
	1. Volunteer numbers and training.
	2. Attendance at activities.
	3. Demographics and reach.
* Work with Camden Council to implement a robust Evaluation Framework exploring:
	1. Health and Wellbeing Impact
	2. Increased Individual Capabilities and Agency
	3. Community Empowerment and Social Capital
	4. Influence on Local Systems and Services
* Submit a comprehensive Annual Report and refreshed Locality Action Plan annually.

**Person Specification**

**Essential:**

* Experience in community development, public health, or volunteer programme delivery
* Track record of engaging diverse communities and delivering co-produced initiatives
* Knowledge of health inequalities, and the social determinants of health
* Strong organisational, communication, project management and people skills
* Experience working in or alongside social housing and/or health services
* Commitment to equity and inclusion practices

**Desirable:**

* Familiarity with Highgate Newtown and surrounding estates
* Experience working in the VCS or local government sectors
* Fundraising and partnership development experience
* Digital communications skills (WhatsApp, Canva, Mailchimp, etc.)

**Terms and Additional Information**

* Activities must be delivered in and around Highgate Newtown (e.g. HNCC, Whittington Estate, Brookfield School)
* Some evening and weekend work required