

Community Workshop Coordinator

Job Description and Person Requirements

Job Title	Community Workshop Coordinator
Hours	PART TIME 16 hours per week, DAYS AND TIMES TBC
Salary Range	£25,878.00 AMOUNT FTE BASED ON 37 HOURS PER WEEK, PRO RATA FOR 30 HOURS PER WEEK £11,191.00
Reporting Arrangements	Working as a part of the AUKS Lifescape Team and Reporting to the Community Operations Senior Lead
Contract	Fixed term contract until October 2029 subject to 6 months Probationary period
Location	Based at Age UK Stockport with travel required to community venues across Stockport. Flexible or hybrid working may be available where the role permits.
The Role	
Core Purpose	To coordinate, organise, and support the delivery of LifeScape workshops, activities, and events across Stockport, ensuring residents can easily access engaging, inclusive, and meaningful opportunities that promote positive ageing, connection, confidence, and participation. The role will help create well-planned community activities that support people through the transitions associated with ageing and contribute to the development of sustainable LifeScape learning and resources.
Main Role	The Community Workshop Coordinator will be responsible for the operational planning and coordination of LifeScape workshops, community events, storytelling groups, peer support sessions, intergenerational activities, and related outreach. The post holder will work closely with the LifeScape team, Community Champions, volunteers, venues, partners, and facilitators to ensure activities are well organised, accessible, welcoming, and delivered to a high standard. The role will also support participant communication, monitoring, evaluation, and the gathering of learning to inform the wider <i>LifeScape Toolkit</i> .

Key Tasks	• Coordinate LifeScape workshop schedules, community activities, events, and outreach sessions across Stockport. • Liaise with venues, partners, facilitators, Community Champions, and volunteers to support smooth delivery. • Arrange practical requirements for sessions, including bookings, resources, materials, refreshments, accessibility needs, and equipment. • Support participant recruitment, communication, reminders, and engagement before, during, and after activities. • Maintain accurate attendance, monitoring, feedback, and outcome records in line with project requirements. • Coordinate volunteer and Community Champion support for workshops, events, and community activities. • Promote LifeScape activities through local networks, partner organisations, community venues, and appropriate communication channels. • Support the planning and delivery of storytelling circles, peer support sessions, intergenerational activity, and positive ageing workshops. • Ensure activities are safe, inclusive, accessible, welcoming, and well organised for residents from diverse communities. • Assist with the collection of evaluation information, lived-experience feedback, and learning that contributes to the <i>LifeScape Toolkit</i>. • Identify practical barriers to participation and work with the LifeScape team to improve access and engagement.
Responsibilities	• Ensure LifeScape workshops, events, and community activities run efficiently, effectively, and in line with agreed plans. • Maintain project administration, records, booking systems, participant information, and monitoring data accurately. • Support clear and timely communication with participants, volunteers, Community Champions, venues, partners, and facilitators. • Work collaboratively with internal colleagues, delivery partners, stakeholders, and local organisations to support programme delivery. • Contribute to project monitoring, reporting, evaluation, and the capture of impact stories and participant feedback. • Ensure activity delivery complies with organisational procedures, safeguarding requirements, health and safety expectations, and data protection responsibilities. • Represent Age UK Stockport positively and professionally in community settings. • Attend team meetings, supervision sessions, and mandatory training as required.

Strengths	• The Community Workshop Coordinator will deliver results by: • Being highly organised, reliable, and able to coordinate several activities at the same time. • Building positive relationships with participants, volunteers, partners, venues, and colleagues. • Managing practical details carefully so activities feel welcoming, accessible, and well prepared. • Paying close attention to records, communications, resources, and follow-up actions. • Solving problems proactively and calmly when plans change or practical issues arise. • Maintaining a positive, inclusive, and welcoming approach with all residents and stakeholders. • Supporting a strengths-based culture that values people's experience, contribution, and participation.
Requirements	Essential • Experience coordinating projects, programmes, workshops, events, or community activities. • Strong organisational skills and the ability to manage competing priorities and deadlines. • Excellent communication and interpersonal skills, including confidence liaising with a range of people and organisations. • Good IT and administrative skills, including maintaining records, schedules, monitoring information, and participant communications. • Ability to support safe, accessible, inclusive, and well-planned activities in community settings. • Experience working collaboratively with colleagues, volunteers, partners, venues, or facilitators. • A clear commitment to high-quality delivery, inclusion, positive ageing, and community participation. Desirable • Experience within the voluntary, community, health, care, or public sector. • Knowledge of community development, community engagement, or asset-based approaches. • Experience supporting, coordinating, or communicating with volunteers or community representatives. • Understanding of positive ageing initiatives, health inequalities, or barriers affecting older people in Stockport. • Experience supporting evaluation, feedback collection, or the production of learning resources. •

AUKS under pinning VALUES	All workers work in alignment with our Core Values at all times and in all respects; that is internally in the way we behave to each other as well as externally with all our clients, partners and other contacts. CONNECTED ... Working with respect for all in a fair and equitable manner, and together with others in the local community. CONFIDENT ... Confident in our integrity and our effectiveness; working with a positive, bold and supportive approach. CREATIVE ... Adaptable, innovative, and resourceful; solution and outcome focused. In addition, all staff work in an holistic way and with a strength-based approach to all people and situations.
Employee Benefits	You will be rewarded with knowing that you have been part of a committed team that has helped change people's lives, and supported with comprehensive policies for quality operations, effective health and safety, and an active commitment to environmental issues and social value activities. You will also receive some great direct benefits: • 25 Days Leave plus bank holidays (rising with extended service) • Flexible & Hybrid working options where the role permits • Occupational sickness pay, maternity, paternity and adoption leave policies • Access to auto enrolment Pension Scheme • Continuous Professional Development Opportunities including a range of Training options • Wellbeing policies, support & benefits • Environmental Policies and plans

Application Process	To arrange to discuss the role please contact Hazel Batty Submission of CV to HR@ageukstockport.org.uk
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The nature of this post will require flexibility and therefore, this job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties, which may have to be varied (after discussion with the post-holder) subject to the needs of the service and in keeping with the general profile of the post.