



JOB DESCRIPTION

JOB TITLE: Loved and Wanted Organiser

HOURS: Part-time 10 hours per week The exact hours and days to be worked will be agreed to suit the needs of the role and the needs of the successful candidate, but must include some hours on Thursdays and Fridays, in order to co-incide with the hours worked by the Befriending Manager who is leading this project.

CONTRACT: Fixed term, ending on 31st March 2028

SALARY: £27,500 full-time equivalent, £9,271.50 pro rata for 10 hour week £17.82 per hour

RESPONSIBLE TO: Befriending Manager

BACKGROUND TO LOVED AND WANTED PROGRAMME

1. The Mayor of London and The National Lottery Community Fund have committed £1.8m over three years to build a network of venue-based community spaces across the capital. This network of community spaces is made up of charities, arts centres, libraries, faith groups, and community centres.
2. The programme builds on the Mayor of London's Loved and Wanted campaign launched in 2025, which celebrates the strength and diversity of London's communities and reinforces the message that all Londoners are loved, valued, and welcome - regardless of background.
3. The Waltham Forest Loved and Wanted Alliance consists of:
 - Age UK Waltham Forest
 - Chingford Mosque
 - East London & Essex Liberal Synagogue
 - PL84U Al-Suffa foodbank
 - St Barnabas Church, Walthamstow
 - Waltham Forest Chinese Association
 - Waltham Forest Albanians
4. The Waltham Forest Loved and Wanted Alliance will bring different communities together, building and strengthening community relationships, providing practical support, improving access to vital services, and creating opportunities for everyone to take part in city life. The Alliance will create sustained, transformative relationships among communities that rarely have structured opportunities to meet, helping people bridge divides of race, faith, age, language and wealth/class.



5. A Steering Group of leaders from all seven Alliance partners will guide the programme, meeting intensively at the start, and then quarterly to track progress, share learning, and adapt the work as needed. The programme was co-created from the outset.
6. The Alliance's planned activities include:
 - Seven round tables/listening circles - very structured, using listening partnerships and story-telling to create deep connection across differences.
 - Seven Togetherness events, each bringing around 50 people together for meals, music, crafting, sports, IT skill-sharing and more. Each will begin with facilitated icebreakers to help participants engage across cultural and faith divides.
 - An annual Loved and Wanted garden party for around 150 residents, celebrating the emerging relational network.
 - From this programme, around 20 individuals will be recruited as Loved and Wanted Champions – local residents supported through peer groups and training to nurture belonging in their own communities.

ROLE SUMMARY

The Loved and Wanted Organiser will undertake all the practical organising of the Alliance's programme of Loved and Wanted events, supporting all Alliance member organisations to contribute. The post-holder will also support the Steering Group in developing and overseeing the programme of activities, and undertake all monitoring and evaluation.

RESPONSIBILITIES:

1) Organising events

- a) Liaise with all the Alliance partners to ensure that invitations are issued to their members for each Loved and Wanted event, that volunteer interpreters are arranged where needed, support with transport and/or other arrangements are made to facilitate attendance.
- b) Organise Loved and Wanted round tables and listening circles (at least 7); Togetherness events (at least 7); garden parties (at least 2); closing event.
- c) Keep records of all attendees and evaluate each event's impact on those attendees
- d) Ensure that Age UK Waltham Forest's Information and Advice Service is available at each event.

2) Loved and Wanted Champions

- a) Build relationships with individuals attending Loved and Wanted events in order to recruit at least 20 Loved and Wanted Champions
- b) Organise training and support group meetings for Loved and Wanted Champions

3) Monitoring and evaluation

- a) Maintain effective monitoring systems for attendance at all Loved and Wanted events



- b) Contribute to the development of impact evaluation tools, including video story-telling, and implement the agreed impact evaluation system
- c) Prepare impact case studies to support future funding applications

4) Communications

- a) Ensure Loved and Wanted communication materials are distributed to all Alliance members
- b) Utilise social media, newsletters and press to communicate the Loved and Wanted values and successes.

5) Information and Advice

- a) Support Age UK Waltham Forest's Information and Advice Team in holding surgeries at Alliance member venues
- b) Support Age UK Waltham Forest's Information and Advice Team in monitoring the take-up and impact of Information and Advice within the Loved and Wanted programme

6) Miscellaneous

- a) Keep records of all expenditure under the Loved and Wanted programme, in conjunction with Age UK Waltham Forest's Finance Officer
- b) Produce progress reports for the Alliance Steering Group, on impact, finances and strategy
- c) Support the organisation of, and contribute to, the Alliance Steering Group meetings
- d) Carry out any other duties consistent with the responsibilities of this post as requested from time to time by the Befriending Manager

Notes: All staff and volunteers are required to work within Age UK Waltham Forest policies and procedures, ensuring that they are carried out in relation to the job and their responsibilities.

The post may involve occasional evening or weekend work for which time off in lieu will be given.

This job description reflects the requirements of the post at the time of writing. These requirements may change over time, and the job description may need to be reviewed.



**AGE UK WALTHAM FOREST
LOVED AND WANTED ORGANISER - PERSON SPECIFICATION**

E= Essential D = Desirable

		E	D
KNOWLEDGE & EXPERIENCE	Previous experience of successfully working with diverse communities, crossing divides of race, faith, age and class	✓	
	Previous experience of organising large and small events and/or of community developmenta	✓	
	In depth understanding of the needs of different faiths, ethnic groups and communities, and the barriers which exist to keep those groups apart.	✓	
	Fluent in one or more of the following languages: Urdu, Punjabi, Cantonese, Mandarin, Albanian, Phillipino.		✓
	Computer literate and experience of using Excel, Word, Outlook and social media.	✓	
	Experience of data and financial record-keeping and report writing,		✓
SKILLS & ABILITIES	Warm, open and empathetic, able to build relationships with and gain the trust of individuals from diverse groups	✓	
	Excellent organisational and office skills, with good attention to detail.	✓	
	Good level of communication skills both written, spoken and in social media.	✓	
	Ability to work on own initiative and work as part of a team	✓	
	Good problem-solver, able to identify and solve problems	✓	
	Ability to manage time, plan and prioritise work to meet targets	✓	