

Community Engagement Coordinator (Part Time) – South Kilburn Trust

Hours: 28 hrs a week (0.8 FTE)

Salary: £24,000 per annum (based on £30,000 FTE)

Reporting to: Community Engagement, Partnerships and Marketing Manager

Benefits: Pro-rata share of 25 days (FTE) annual leave and bank holidays. Company Pension Scheme. Flexible working*.

Location: Mostly in person in our South Kilburn office.

Expected Start Date: September 2025

SKT is committed to safer recruitment practices, and this role is subject to successful completion of references, DBS check and a six-month probation.

About South Kilburn Trust

South Kilburn Trust (SKT) is a Community Development Trust working to improve the lives of residents in an area of London that is undergoing a long-term physical regeneration. It is the role of the Trust to identify the needs of local people and to advocate for them. We are a small and dynamic team dedicated to working with residents to make positive change in our community!

Job Description

Job Purpose

The aim of this role is to enhance community relations, ensuring that residents are heard, supported and engaged in important change in South Kilburn. South Kilburn is home to more than 7,500 people, many of which have been impacted by long term regeneration. Involving residents in shaping their future is central to our purpose, whether by ensuring local assets and amenities work for them, or by influencing service delivery. This makes the Community Engagement Coordinator an exciting and important role within the team.

Main Tasks:

Volunteer Recruitment, Training and Coordination

- Recruit and maintain a team of twenty active volunteers from the local community to assist in community building initiatives.
- Develop and deliver a volunteer programme to engage the South Kilburn community which will likely include, but not limited to:
 - Community research and consultation
 - Promoting community cohesion through events
 - Mobilising residents through participation in action groups, community forums and resident panels.
- Train volunteers in peer-engagement and consultation practice,
- Induct and supervise skilled volunteers, as necessary.

Community Cohesion and Wellbeing

SOUTH KILBURN TRUST

- Encourage and inspire volunteers to work as a team, take ownership of each activity, and to celebrate collective successes,
- Involve volunteers in planning and delivering community projects and events.

Resident Voice

- Community Conversations: Conduct outreach in the community with trained volunteers, including door-to-door surveys, pop-up stalls and focus groups.
- Collect and systematically analyse information gathered through outreach and community consultation.

Widening Participation

- Increase rates of community participation, belonging and pride across all segments of the community in South Kilburn.
- Use creative methods to increase engagement based on needs identified by all sections of our diverse community.
- Contribute to a new system of representative community governance, enabling the resident body to speak with one voice.
- Document and build a narrative of the work we do within the community, including findings from surveys, resident spotlights, opportunities, and initiatives.

Empowerment and Progression

- Seek opportunities for the community, within the community, working to engage interested residents and community groups to participate in and lead on initiatives.
- encouraging residents to get involved in the resident led partnership group, support with preparing and informing them of the process.

Partnerships and Information Sharing

- Seeking local opportunities; maintaining awareness of events and activities in around South Kilburn, working with volunteers to disseminate accurate information and signposting,
- Maintain relationships with a wide range of stakeholders including locally based partner organisations, community groups, and Brent Council officers.
- Participating in and documenting internal and external community events and activities; contributing to a narrative of life and activity in South Kilburn and the work we do here at SKT.

Other

- Be an ambassador for SKT and ensure our values: open, empowering and caring are upheld by the volunteer team.
- As we are a small but growing team, the Community Coordinator is expected to participate in team actions, mobilising through outreach and events to increase our collective impact for the community.

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job and may be varied from time to time.

Person Specification

Essential Qualities:

- Approachable and personable,
- Organised and proactive,
- A good facilitator and convenor,
- Passionate about people and social justice,
- High level of empathy, an understanding of regeneration, and experience of supporting and involving communities experiencing stress.
- Committed to the principles of equal opportunities and diversity.

Essential Skills and Knowledge:

- Demonstrable ability to plan and manage own workload,
- Experience in leading and motivating teams,
- Excellent verbal communication and active listening,
- Persuasive, credible and determined,
- Can demonstrate initiative.

Desirable:

- Spoken Arabic, Somalian, Tigrinya, French, Portuguese, Spanish, or other widely spoken minority language in South Kilburn,
- Knowledge of community organising techniques and methodology.

*'Flexible working' means this role could suit someone wanting to work 9am to 5pm or 10am - 6pm, four days a week or shorter hours over more days to fit around childcare commitments, for example.

How to apply

To formally apply, please submit a CV and supporting statement (ideally a maximum two sides of A4 each) that clearly outlines your suitability for the role against the criteria provided in the person specification, setting out your interest and motivation in applying for this role.

Please send your application to: jobs@southkilburntrust.org (inserting “Application - Community Engagement Coordinator, SKT” into the subject field).

If you would like an informal conversation about this opportunity, please contact Jamilah Harris to arrange a call: Jamilah@southkilburntrust.org

Recruitment Timetable

Closing Date for receipt of applications: 9am on Wednesday 10th September 2025

Interviews: Week beginning Monday 15th September 2025

Candidates informed of outcome: Friday 19th September 2025

Equal Opportunities and Data Protection

The Trust is committed to equal opportunities for all employees in respect of recruitment, promotion, career, and personal development. Any selection for recruitment will be based on ability, qualifications, and suitability for the work as well as potential for the future.

We believe that a diverse workforce with people from different backgrounds can bring fresh ideas, thinking and approaches which improve business performance and allows us to better interact with a diverse customer base.

Data processing, protection, and privacy: SKT will handle your personal information sensitively and in accordance with our [Privacy Policy](#).