



Job Description – Engagement Coordinator

Location: South-West London & Surrey

Hours: 30 hours/week (4 days) – Some weekend/evening work required

Salary: c.£35,000 (Pro-rata = c£28k for a 30 hour week)

Working model: Hybrid – minimum 3 days in-office per week

Closing Date: Applications accepted on a rolling basis

About MAN&BOY

MAN&BOY is a UK children's charity that strengthens the relationship between boys and a significant male figure in their lives.

We believe when positive role models are actively present; children, families, and communities thrive. We work alongside families by encouraging men to be a mentor to the boys in their life. We offer a diverse programme of opportunities for men and boys to have fun, bond, take part in adventurous activities together and enhance their own and wider family relationships.

About the Role

We're looking for a dynamic and compassionate individual to join our small, passionate team. You'll be the key link between MAN&BOY, our families, referral partners, and volunteer team—ensuring effective programme delivery, meaningful engagement, and measurable impact.

You'll thrive in this role if you:

- Are a confident people person with strong interpersonal and organisational skills
- Understand the challenges facing boys and their families, particularly around SEND
- Are comfortable planning and leading outdoor activities and residential camps
- Are excited to build and nurture partnerships and a committed volunteer team

This is a varied, hands-on role that requires flexibility, initiative, and a real passion for helping boys thrive.

Key Responsibilities

Programme Coordination

- Design and manage our annual calendar of camps, courses, and adventure activities
- Lead risk assessments and ensure all operations meet safeguarding and health & safety standards
- Review and evolve programme content for continued relevance and impact

Family & Beneficiary Support

- Guide families through the referral and onboarding process
- Communicate logistics and expectations clearly for all activities
- Understand and respond to the needs of families
- Signpost families to additional support where needed

Partnership Engagement

- Maintain regular contact with existing referral partners
- Proactively identify and connect with new agencies and networks
- Represent MAN&BOY at partner events, meetings, and via social media

Volunteer Leadership

- Lead and support volunteers during programme delivery
- Develop volunteer capacity through training and team-building
- Ensure volunteers understand and follow policies and procedures

Monitoring & Evaluation

- Keep accurate, secure records of families, referrals, and outcomes
- Collect data to demonstrate impact and inform reporting
- Ensure compliance with GDPR and data protection standards

Person Specification

Essential:

- Experience working with young people and/or families
- Strong facilitation and communication skills
- Organised and proactive with the ability to manage multiple priorities
- Confident with Microsoft 365 and general admin tasks
- Passion for outdoor learning and relational work

Desirable:

- Background in youth work, social work, or similar
- Understanding of neurodivergence and SEND
- Experience in camping, adventure-based learning or residential programmes

Equality, Diversity and Inclusion

MAN&BOY is a charity committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of age, race, gender, disability, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership offending background or any other factor. No person requiring services from MAN&BOY will be treated less favourably than any other person on any grounds. In employment we actively seek to recruit the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.

How to Apply

Please email your CV and a short cover letter explaining your suitability and motivation to:

Jim Clements – jim.clements@manandboy.org