



## Job Description – Engagement Coordinator, Surrey

**Location:** Across Surrey and when required, South West London

**Hours:** 30 hours/week (4 days) – Regular weekend & evening work required (typically at least one full weekend and two evenings per month)

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

**Working model:** Hybrid – 1 day per week in our Kingston office

**Travel:** This role involves frequent travel across Surrey and occasional travel across South West London to deliver programmes, support families and attend partnership meetings. A full UK driving licence and access to a vehicle are highly desirable due to the nature of the role. Business mileage (excluding travel to the usual place of work) will be reimbursed in line with MAN&BOY's expenses policy.

**Contract:** Initial 12-month fixed-term contract, subject to continuation of funding/commission.

**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 lead the coordination and delivery of MAN&BOY's programmes across Surrey.

Working closely with the Executive Director and alongside our Engagement Coordinator, you'll be the key link between MAN&BOY, our Surrey families, referral partners and volunteers, ensuring effective programme delivery, meaningful engagement and measurable impact.

You'll take day-to-day responsibility for coordinating our Surrey programmes and supporting the families participating in them, whilst working collaboratively with the wider team to ensure a consistent experience across all MAN&BOY programmes. You'll also support delivery across South West London when required.

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 flexible and enjoy working both independently and collaboratively within a small team.
- Enjoy building strong relationships with families, professionals and volunteers, and are confident leading others during programme delivery.

This is a varied, hands-on role that requires flexibility, initiative and a real passion for helping boys thrive. Much of the work takes place outside normal office hours, including regular evenings, weekends and residential camps.

## **Key Responsibilities**

### ***Programme Coordination***

- Coordinate the planning and delivery of MAN&BOY programmes across Surrey, including camps, courses and adventure activities.
- Work closely with the Engagement Coordinator to ensure Surrey delivery aligns with the wider annual programme.
- Lead operational planning for Surrey activities, ensuring programmes are delivered safely and effectively.
- Complete and review risk assessments and ensure all activities meet safeguarding and health & safety standards.
- Contribute to the ongoing review and development of programme content to maximise impact

### ***Family & Beneficiary Support***

- Guide families through the referral, onboarding and programme journey.
- Build trusted relationships with parents, carers and families, recognising that strong engagement with adults is central to supporting positive outcomes for boys.
- Maintain regular communication with parents and carers, providing clear information, reassurance and support throughout their involvement with MAN&BOY.
- Understand and respond to the needs of families, including recognising when additional support or signposting may be required.
- Work closely with the Engagement Coordinator and wider MAN&BOY team to ensure Surrey families receive consistent support across all programmes.

### ***Partnership Engagement***

- Build and maintain strong relationships with Surrey referral partners and local agencies.
- Proactively identify and develop new referral pathways and partnership opportunities across Surrey.
- Represent MAN&BOY at local partner meetings, community events and networking opportunities.
- Work alongside the Engagement Coordinator to strengthen relationships with partners across the wider organisation.

## ***Volunteer Leadership***

- Support and lead volunteers during Surrey programme delivery.
- Work closely with the Engagement Coordinator, who leads volunteer recruitment and development across MAN&BOY, to ensure volunteers are well prepared and effectively deployed.
- Provide day-to-day leadership and support to volunteers during activities, residentials and events.
- Ensure volunteers understand and follow MAN&BOY policies and procedures.

## ***Monitoring & Evaluation***

- Maintain accurate, secure records of Surrey families, referrals and programme outcomes.
- Collect data and feedback to demonstrate impact and support organisational reporting.
- Contribute to monitoring and evaluation across the wider organisation by working closely with the Engagement Coordinator and Executive Director.
- Ensure compliance with GDPR and data protection standards.

## ***Safeguarding & Wellbeing***

- Ensure all programme delivery prioritises the safety, wellbeing and best interests of children and families.
- Follow MAN&BOY safeguarding policies and procedures, identifying and escalating any concerns appropriately.
- Support volunteers to understand and follow their safeguarding responsibilities.

## **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.
- Comfortable working flexibly, including regular evenings, weekends and residential camps.
- Confident with Microsoft 365 and general administrative tasks.
- Passion for outdoor learning and relational work.
- Ability to build positive relationships with families, volunteers and professional partners.

### **Desirable:**

- Background in youth work, social work or similar.
- Understanding of neurodivergence and SEND.
- Experience in camping, adventure-based learning or residential programmes.
- Full UK driving licence and access to a vehicle.

## 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](mailto:jim.clements@manandboy.org)