



Job Description – Engagement Coordinator

Location: South West London and, when required, Surrey

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 – minimum 3 days per week in our Kingston office

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 South West London and support the wider development of our programmes nationally.

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

You'll take responsibility for coordinating our wider programme calendar, leading volunteer development and supporting consistent delivery across all MAN&BOY programmes. You'll work collaboratively with the Engagement Coordinator – Surrey to ensure families, volunteers and partners receive a consistent and high-quality experience across all areas of our work.

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

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

- Design and manage MAN&BOY's annual calendar of camps, courses and adventure activities.
- Coordinate delivery across South West London and support programme delivery in Surrey when required.
- Work closely with the Engagement Coordinator Surrey to ensure consistent planning, quality and delivery across all MAN&BOY programmes.
- Lead risk assessments and ensure all operations meet safeguarding and health & safety standards.
- Review and evolve programme content for continued relevance and impact.
- Support the development of new programme opportunities and delivery models.

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 Surrey and wider MAN&BOY team to ensure consistent family support across all programmes.

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.
- Support the development of relationships with partners across South West London and the wider MAN&BOY delivery area.

Volunteer Leadership

- Lead the recruitment, development and coordination of MAN&BOY's volunteer team.
- Lead and support volunteers during programme delivery.
- Develop volunteer capacity through training, communication and team-building.
- Work closely with the Engagement Coordinator Surrey to ensure volunteers are effectively supported and deployed across Surrey programmes.
- Ensure volunteers understand and follow policies and procedures.

Monitoring & Evaluation

- Keep accurate, secure records of families, referrals and outcomes.
- Collect data and feedback to demonstrate impact and inform reporting.
- Support organisational learning by identifying opportunities to improve programme delivery.

- 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