

BNC FAMILY HUB PROJECT COORDINATOR

Project: BNC Family Hub Activities

Project Period: November 2026 – October 2029 (3 Years)

Contract: 3-Year Fixed-Term Project Role

Hours: upto 45 hours per month

Reports to: Project Lead

Location: Community-based / Hybrid (Bexley area)

JOB PURPOSE

The Family Hub Project Coordinator will coordinate the planning, delivery, administration and monitoring of the BNC Family Hub programme, ensuring activities are well organised, inclusive, safe and delivered effectively throughout the three-year project.

PROGRAMME ACTIVITIES

The Coordinator will support:

- Women Empowerment & Wellbeing – 3 sessions annually.
- Children & Young People's Football – 26 sessions annually.
- Arts & Cultural Activities – 12 sessions annually.
- Girls' Mentoring & Life Skills – 4 sessions annually.
- Healthy Ageing & Family Wellbeing – 3 sessions annually.
- Financial Wellness & Money Management – 2 sessions annually.
- SEND Information & Parent Support – 10 sessions annually.
- Community Engagement & Neighbourhood Action – 3 sessions annually.

Approximately 63 sessions per year.

KEY RESPONSIBILITIES

Project Coordination

- Maintain the project plan, activity timetable and action log.
- Coordinate venues, facilitators, coaches, volunteers, equipment and refreshments.
- Organise sessions, meetings and community activities.
- Monitor delivery and report issues to the Project Lead.

Family & Community Engagement

- Promote activities and encourage participation.
- Engage families, children, young people and community groups.
- Support outreach to harder-to-reach groups.
- Collect participant feedback and support improvements.

Partnerships & Stakeholders Coordination

- Liaise with trainers, coaches, venues and partner organisations.
- Coordinate support workers, including rotas, induction, training and DBS arrangements.
- Maintain effective relationships with partners and service providers.

Monitoring & Administration

- Maintain accurate participant, attendance and activity records.
- Collect feedback, outcomes and evidence of impact.
- Maintain project files and supporting documentation.
- Support monitoring, evaluation and funder reporting.

Budget & Resources

- Support monitoring of expenditure against approved budgets.
- Maintain financial and supporting records.
- Support procurement, venue bookings, invoices and supplier administration.
- Highlight potential budget issues to the Project Lead/Treasurer.

Safeguarding & Compliance

- Ensure activities follow safeguarding and organisational procedures.
- Support risk assessments and safe delivery.
- Report safeguarding concerns appropriately.
- Maintain confidentiality and comply with data protection requirements.

Communications

- Support promotion of Family Hub activities.
- Assist with flyers, posters, social media and other communications.

PERSON SPECIFICATION

Essential: Experience in project coordination, administration or community work; experience working with families or communities; good organisation, communication and IT skills; ability to coordinate activities and stakeholders; understanding of safeguarding and confidentiality; ability to work independently and meet deadlines; commitment to equality and inclusion.

Desirable: Experience of Family Hub/family support, SEND, youth work, mentoring, sports, arts or wellbeing activities; experience of funded project monitoring, reporting or budget administration; knowledge of local community services.

WORKING ARRANGEMENT

This is a three-year project role from November 2026 to October 2029, based on up to 45 hours per month. Hours may be arranged flexibly around project activities, meetings, community events and reporting requirements, including weekdays, weekends and occasional evenings where required.

The role is subject to satisfactory performance, organisational requirements and continued project funding.

How to apply

Please submit:

- A CV of no more than two pages.
- A supporting statement of no more than one page, explaining why you are interested in the role and how your skills, experience and knowledge meet the requirements of the position.
- Please email your application to **chairman@bnc.org.uk**.

Closing date: 25th October 2026

For an informal conversation about the role, please contact **Bijita Gautam** on **07737663658**.