

**Job Title:** Activities and Befriending Co-ordinator

**Location:** Ashford Place, Cricklewood, London NW2

**Start Date:** Immediate

**Hours:** Full-time preferred; Part-time, Job Share, and Family-Friendly hours considered

**Salary:** £27,000 p.a (pro rata'd to working pattern)

**About Ashford Place:**

Ashford Place is a vibrant community-based organisation supporting individuals in North West London to live active, fulfilling, and independent lives. We work closely with diverse communities to create lasting, positive change through a range of services in health and wellbeing, homelessness, and social inclusion.

Find out more about us at [www.ashfordplace.org.uk](http://www.ashfordplace.org.uk).

**Role Overview:**

We are looking for an energetic, creative, and highly organised **Activities and Befriending Co-ordinator** to plan, organise, and deliver a varied programme of fun and engaging activities for the local community. In addition, you will oversee and deliver our growing befriending service, helping to reduce isolation and build connections among our service users.

This is a rewarding role for someone who thrives on working with people, enjoys event planning, and is passionate about supporting individuals to lead happier, more connected lives.

**Key Responsibilities:**

- Develop and deliver a programme of regular activities (e.g., social events, arts and crafts, fitness classes, learning workshops) that meet the needs and interests of our diverse community.
- Coordinate and support the delivery of the Ashford Place befriending service — matching service users with volunteers and ensuring meaningful, supportive connections are built.
- Recruit, train, and manage volunteers involved in activities and befriending.
- Work closely with service users, staff, and partners to design activities that are inclusive, accessible, and responsive to community needs.
- Promote activities and the befriending service internally and externally (including social media, newsletters, and community outreach).
- Monitor, evaluate, and report on the effectiveness and impact of activities and befriending initiatives.
- Maintain accurate records and ensure safeguarding and confidentiality policies are adhered to at all times.
- Contribute to the wider team at Ashford Place, participating in meetings, training, and organisational events as needed.

- Proactively identify agencies interested in delivering their arts and health-related activity programs at Ashford Place."

### **About You:**

- A real **people person** — warm, empathetic, and a great communicator.
- Organised and able to manage multiple priorities effectively.
- Creative and adaptable, with a flexible approach to working with a wide range of individuals and groups.
- Previous experience in community engagement, activity coordination, volunteer management, or a similar role.
- Confident in using IT systems for administration, promotion, and reporting (e.g., Microsoft Office, social media).
- Committed to Ashford Place's values of inclusion, dignity, and empowerment.
- Knowledge of safeguarding and health and safety procedures (training can be provided).

### **Bonus:**

- Any background in health, social care, community work, or education is a plus, but not required.

### **Benefits:**

- Supportive team environment with opportunities to learn and grow.
- A friendly, supportive working environment
- Flexible working opportunities (including family-friendly hours)
- Opportunities for professional development and training
- 25 days annual leave plus public holidays (pro-rata if part-time).
- 3-month probation period.
- Initial 1-year contract (with plans to extend, funding permitting).
- Making a real difference in the lives of local people

### **How to Apply:**

To apply, or for an informal chat about the role, get in touch with us at Ashford Place on [info@ashfordplace.org.uk](mailto:info@ashfordplace.org.uk)

Please send your CV and a brief covering letter explaining your interest in the role to [info@ashfordplace.org.uk](mailto:info@ashfordplace.org.uk). Early applications are encouraged as we are looking for someone to start as soon as possible.