Programme Coordinator: Community and Growth

Hours:	22.5 hours per week
Location:	Storehouse Centre
Salary:	£27,500 per annum pro rata
Annual Leave:	35 days pro rata
Application:	Forms available from aidan@storehousebelfast.com
Closing Date:	Friday 27th November 2026 @ 12 noon

About the role

The Storehouse Programme Coordinator: Community and Growth will plan activities and programmes at the Storehouse Centre. Working with programme Facilitators they will ensure a broad range of activities are available to promote community participation, wellbeing and learning. Current/previous activities include things like pottery, guitar, baking, DIY, CV writing, football, English, pilates, cooking, budgeting etc.

They will work with the Community Engagement Coordinator on personal development of volunteers and community members in Storehouse. They will create pathways and partnerships that provide options for participants to flourish.

About you

For this role you will be someone with a heart for a people and passion for developing programmes and structures that enable those most vulnerable or marginalised within our society to flourish. You will be highly organised, self-motivated and able to bring both administrative and people focused skills to bear. You will carry a creative lean, excited about pioneering and developing new programmes, while also able to maintain a high level of coordination and planning.

About us

Storehouse aims to be a transformative community, which breaks down barriers and releases hope.

We do this in three ways; through provision, community & growth.

Provision – providing the basic essentials of food, clothing & furniture to those in need.
Community - Creating opportunities for anyone to step out of isolation into a positive, supportive community
Growth - Encouraging individuals to develop a healthy view of self and overcome hurdles to flourishing

Over the last 19 years we have grown from a small food bank project to a thriving community offering multiple environments every week across two different venues. We have a current staff team of 8 and an amazing volunteer base of 180+. Every week we see over 200 households engage with Storehouse either through our provision environments or through our many opportunities for community.

We are passionate about everyone knowing their worth and creating the kind of community that empowers all who enter in.

Programme Coordinator: Community and Growth

JOB DESCRIPTION

Job title: Programme Coordinator: Community and Growth

Responsible to Community Engagement Coordinator

Job Purpose

The *Programme Coordinator: Community and Growth* will work with the *Community Engagement Coordinator* to ensure Class and Activity Facilitators and Connectors are equipped and functioning well. They will be responsible for scheduling and planning Community and Growth classes and activities.

Main Tasks

Community and Growth at Storehouse

PROGRAMMES

- Lead on scheduling of community activities and classes under the direction of the *Community Engagement Coordinator*
- Responsible for the administration of classes and activities including;
    - Resource Preparation
    - Operational Briefing of Facilitators and Connectors
    - Day-to-day Facilitator support
    - Class and activity room bookings
    - Carry out appropriate risk assessments for classes and activities

PATHWAYS

- Work with Facilitators and Connectors on options for class participants to continue in Storehouse
- Deliver on pathway interventions for class participants under the supervision of the *Community Engagement Coordinator*
- Track participant movement through Storehouse programme pathways
- Mentor programme volunteers and emerging leaders during class and activity delivery

Employability

- Providing Employability programmes in Storehouse, both group and one to one support that build employability skills
- Identify pathways for employment in connection with Storehouse Works social enterprises and implement these pathways under the supervision of the *Community Engagement Coordinator*

Other duties

- Participating in the wider Storehouse staff team and Storehouse community as a whole
- Collect relevant data from classes and activities for organisational reporting

Person Specification

	ESSENTIAL	DESIREABLE
QUALIFICATIONS	5 GCSEs / O Levels (or equivalent) at Grade C or above (including Maths and English)	Degree in a relevant field Other accredited qualification or training in a relevant discipline (Food hygiene, first aid, safeguarding etc.)
EXPERIENCE	A proven track record, working or volunteering with people within the community/voluntary sector Knowledge and understanding of safeguarding issues At least 0ne years' experience of coordinating class and activity scheduling in an educational or charity setting either as staff or volunteer	Experience of volunteering with or being involved in Storehouse or similar environments Experience in developing and leading volunteer teams Experience in employability skills development programme Experience in a mentorship or equivalent programme Experience of assessing and managing risk Experience of having responsibility for compliance within an organisation (e.g. Health & Safety or Safeguarding)
SKILLS / ABILITIES	Strong administrative skills with experience tracking data and reporting outcomes. Leadership skills, with a proven track record in assisting in the development of skills and talents of other team members Ability to connect and communicate effectively with individuals across a wide variety of backgrounds and cultures	Proficient at various methods of formal and informal communication e.g. over phone, email, in meetings etc. with agencies, churches, staff and a wide range of people. A full valid UK driving licence.

	Proficient with Microsoft Office, Word, Excel, Outlook and PowerPoint. Able to relate with a team, but also able to work alone, take initiative, researching, identifying and implementing strategic solutions, and manage and prioritise a diverse workload Ability to have difficult conversations and manage conflict	
PERSONAL / CHARACTER	Demonstrate a commitment to the ethos, vision and values of Storehouse Belfast. Demonstrate the ability to see significance in every individual regardless of their story or circumstances Life-long learner, able to lead yourself and eager to improve your skills and strengths, both personally and within your role. You will be working within a staff team environment and will therefore show a high degree of relational and emotional intelligence, contributing to the team as a whole and being responsive to correction and direction from outside your role.	

Additional information

For an application form please email aidan@storehousebelfast.com

Completed applications should be returned to the same email address or posted to: Storehouse Centre, 39 North Street, Belfast. BT1 1NA

All initial applications must be received by 12pm on Friday 27th November 2026