



## Space Support Coordinator (East Midlands)

**Location:** Fully remote with flexible working arrangements but with your home base being in the East Midlands to allow easy travel to Warm Welcome Spaces in the region. As this is a regionally focused role, continued residence in the East Midlands is a requirement of the position.

**Salary:** £28,387 (pro rata for part-time hours)

**Contract:** We are open to this role being part time (0.8FTE minimum preferred) or full time. We offer fully flexible working.

**Closing date for applications:** Sunday 11 October, midnight

Due to high numbers of applications, prior to interview we plan to carry out initial screening calls with prospective candidates before selection for interview. We will be asking about your reasons for applying and how you think your skills and experiences align to the role.

**Sifting:** w/c 12 October

**First interviews:** w/c 18 October. We expect to send out invitations to interview on Friday 16 October.

**Start Date:** ASAP

## About the Warm Welcome Campaign

Founded in 2022, the Warm Welcome Campaign wants everyone in the UK to find a place of belonging and reconnection at a Warm Welcome Space near their home. We have a bold ambition to enable a more deeply connected society where we all have free access to welcoming community spaces.

We resource, connect and champion a network of over 6,000 Warm Welcome Spaces and bring together a growing coalition of local, regional, and national partners representing the worlds of charity, faith, business, government, and philanthropy. By working together, we can unlock the power of community spaces made by and for everyone, creating a thriving network of hope and reconnection fueled by human warmth.

We're working hard to reach everyone with the message that a Warm Welcome is waiting for them just around the corner, all through the year.

Throughout all our work and within our team we live out our values of being inclusive, collaborative and courageous and our personality that is friendly, adventurous and uplifting.

It's an important moment for us – we are now in our second year of our [five year strategy](#) which shows a clear picture of the path we have set ourselves ahead to continue to deliver and deepen our impact. We now have approximately 3.5 million visitors to Warm Welcome Spaces each year. In January we delivered a hugely successful second ever Warm Welcome Week in collaboration with a wide variety of partners.

Warm Welcome Spaces | [www.warmwelcome.uk](http://www.warmwelcome.uk) | [info@warmwelcome.uk](mailto:info@warmwelcome.uk) |

The Warm Welcome Campaign is hosted by the Good Faith Foundation, a charity focused on cross-sector collaboration for social inclusion: Registered Charity No 1188639



## The Good Faith Partnership – The Warm Welcome Campaign's host Organisation

The Warm Welcome Campaign was incubated by and is hosted by the Good Faith Partnership. Founded in 2016, we create solutions to society's most difficult problems by bringing together leaders and organisations from different sectors. Our clients are diverse and complex, from the Foreign, Commonwealth and Development Office to faith-based organisations, businesses, charities and funders. We connect businesses, governments, charities, philanthropists, foundations and communities to make lasting change - from incubating projects like the Warm Welcome Campaign, helping support the Home Office's Homes for Ukraine Scheme or co-ordinating public affairs for the Patriarch of Jerusalem in the UK, US and EU.

We are collaborative, ambitious, and inclusive. At our core, we believe in the power of strong, unlikely relationships, to drive positive social change.

You can read all about the Good Faith Partnership [here](#).

## The Opportunity

This is an exciting opportunity for a purposeful and proactive individual to work within a small (but growing), friendly and dynamic team in a varied role.

We are expanding our programmes and partnership team and so we are looking for a Warm Welcome Space Support Coordinator (based in the East Midlands).

If you are brilliant at engaging with a wide variety of organisations and individuals, and passionate for your input to shape work that makes a genuine difference to people's lives, this could be the role for you.

To support the range and depth of opportunities we can offer to Warm Welcome Spaces, we are looking for a Spaces Support Coordinator to work primarily on supporting our Champions programme, as well as other exciting programme opportunities, to ensure they are as successful as possible in delivering impact for Spaces by meeting their targets.

We're looking for someone who thrives on the variety of connecting with a huge range of people and who is organised and systematic while at the same time has room for creativity, learning and innovation. You will need to enjoy working proactively and flexibly in a fast-paced environment, and have a logical, systematic approach, as well as excellent communication and IT skills.

Our team works remotely, but there are also opportunities to co-work (depending on location). You'll be encouraged and supported to grow and develop your skills and expertise within this role.



## Warm Welcome Responsibilities

Working closely with the Warm Welcome Spaces Support Manager and wider team your primary responsibility will be to provide Project Coordination related to projects that are designed to support Warm Welcome Spaces, taking ownership of specific projects and tasks as required, including;

### Project Coordination:

- Owns and manages parts of a project and ensures successful delivery - for example within the Warm Welcome Champions Programme or Partnership volunteering opportunities to benefit Spaces. This will include organising specific events as part of wider projects
- Develops project plans and timelines and maintains updates and progress
- Communicates clearly about a project and ensures the project is keeping to the planned timeline and outcomes, identifying any delivery challenges quickly
- Understands key responsibilities and can clearly articulate role within projects
- Responding to and fielding enquiries related to projects as appropriate
- Taking meeting minutes and chairing meetings when needed
- Collecting and entering data for various spreadsheets and documents efficiently
- Maintaining and updating information on our CRM tool
- Ensuring project documents are responsibly and securely stored and updated on the GDrive
- Builds positive relationships with partners and delivers expected outcomes on projects in partnership with them

### Warm Welcome Space Support:

- Organising, supporting and attending Space visits, special events or volunteering opportunities to build relationships with Spaces and partners
- Ensuring the smooth running of in person events and visits with Warm Welcome Spaces
- Recording key insights and information during Space visits to ensure we have key impact and reporting data, as well as information to help us to continue to learn and improve our support for Spaces

### Communication support:

- Supporting with communications e.g. storygathering at events or space visits
- Creating presentations for meetings and events as needed
- Liaising with stakeholders and funders in a timely manner as required
- Writing up stories about spaces visited that can be published on the website

### Teamworking:

- Supporting the work of the wider Warm Welcome/Good Faith Partnership Team as capacity and need allows
- Other responsibilities commensurate with the post

## Person specification

We are looking for candidates with the following skills and experience: Please respond to these in your application

- Tenacious with a natural drive to push tasks through to completion and to the required standards of excellence



- Some experience in supporting community partnership projects in collaboration with cross sector partners, including Local Authorities, Voluntary, Community, Social Enterprise and Faith Sector Organisations
- Understanding of Asset Based Community Development (ABCD) approaches in recognising and celebrating the expertise and experiences of local community groups
- A good team player who is quick and willing to respond to the needs of others by pitching in and helping with tasks
- Understanding and commitment to our values - Being Inclusive, Collaborative and Courageous
- Highly computer literate: proficient users of Word, Excel, PowerPoint and Google Workspace, as well as being comfortable and keen to learn new technologies and use new tools including a CRM system
- Able to build relationships and work well with a range of stakeholders from a variety of backgrounds. Have a good understanding and commitment to promoting Equality, Diversity and Inclusion in practice throughout your work.
- Understanding of gathering data and encouraging learning from monitoring, evaluation, and impact assessment
- Highly organised and details-focussed
- Excellent communication skills and experience of sharing information in clear, concise and easy-to-understand formats across a range of mediums, to a range of audiences.
- Confident to take the initiative and solve problems pro-actively
- Self-starter, able to manage themselves and their time, juggling a variety of tasks and priorities
- Willing to work flexibly, which may occasionally require working out of normal working hours
- Willing and able to work remotely, predominantly from home, but with the possibility to co-work with other members of the team (depending on location)
- Have the right to work in the UK

## Competencies and behaviours in our team

The core competence of everyone in our team is the ability to build trusted relationships among people with diverse perspectives and backgrounds. We are looking for people who are:

- Committed to the power of relationships to facilitate social change
- Collaborative, inclusive, ambitious, aligning with our core values
- Self-starters with high levels of commitment, energy and motivation
- Curious and show initiative, with problem-solving skills and an ability to learn quickly and adapt to a rapidly changing context
- Calm under pressure, and can adapt quickly in a fast-paced environment
- Willing to pitch in to help other team members if needed
- Organised with effective time management skills.

## Working Arrangements

- Current members of the team are based across the UK, with some in London, Reading, Bristol, Manchester, York and Northern Ireland. Applicants must be able to travel to Bristol or Reading once a month for a Tuesday full team meeting. Given the nature of this role we would also expect the applicant to carry out a reasonable amount of travel to both Warm Welcome Spaces and partners across the UK.



- This role is fully remote, with flexible working arrangements.
- All employees, volunteers, partners, suppliers and consultants working with GFP are expected to adhere to our Code of Conduct and safeguarding policies. GFP's commitment to safeguarding means we seek to ensure that no harm comes to people as a result of contact with the organisation's programmes, operations or people.
- You will need to have the right to work in the UK.

## How to Apply

- To apply for the role, please use the CharityJob link to send us a cover letter (max 2 sides of A4) which specifically addresses the requirements listed in the person specification, along with a CV, as we will use this to shortlist applications. We will only accept applications via CharityJob, so please do not apply directly via our inbox. Applications will be anonymised prior to sifting stage.
- If you have any questions about the role, please email [info@warmwelcome.uk](mailto:info@warmwelcome.uk) and someone will get back to you as soon as possible.
- For more information, see [www.goodfaith.org.uk/](http://www.goodfaith.org.uk/) [www.warmwelcome.uk/](http://www.warmwelcome.uk/)

## Diversity and inclusion

We recognise the enormous benefits and the social imperative of bringing together diverse groups. We therefore warmly welcome applications from a broad range of backgrounds and experiences. We are committed to making our recruitment process as accessible as possible and are happy to provide reasonable adjustments for disabled candidates at any stage of the process. We also ask all applicants to complete our [equal opportunities monitoring form](#) alongside their application. This is optional but is an important part of helping us understand who is applying for our roles and ensuring our recruitment process is fair and inclusive.

We are happy to discuss and make any reasonable adjustments you might need at any stage of the application process, and to answer any specific questions relating to the role - please email us on [info@warmwelcome.uk](mailto:info@warmwelcome.uk) with 'Query for East Midlands Spaces Coordinator role' in the email subject line and we'll get back to you as soon as we can.

## Competencies and Behaviours in our team

The core competence of everyone in our team is the ability to build trusted relationships among people with diverse perspectives and backgrounds.

We are looking for people who are:

- Exceptional with people and committed to the power of relationships to facilitate social change
- Collaborative, ambitious and inclusive, aligning with our core values
- Self-starters with high levels of commitment, energy and motivation to build a vision from scratch
- Curious and show initiative, with problem-solving skills and an ability to learn quickly and adapt to a rapidly changing context



- Skilled at working in a complex environment with cross cultural, interfaith and political partners
- Willing to pitch in to help other team members if needed
- Organised with effective time management skills.