

The Directors are looking to recruit to the post of
Activity and Community Engagement Coordinator

Salary: SO1 points 23-25 £35,570 - £ £37,563 (Full Time Equivalent per annum)

Actual Salary: £21,346 to £22,542 per annum.

Starting Salary: £21,346

Based on 3 days per week (22 hours), full year, fixed term for 12 months

Start date – as soon as possible

New Bridge Horizons is an adult day provision for people aged 19 and over with learning disabilities, autism, behavioural support needs and complex medical or personal care needs. We currently work across two sites and support people with a wide range of abilities, communication needs and aspirations. Our vision is Creating Meaningful Futures through learning together, learning for all and learning for life.

Horizons is moving beyond a traditional day-centre model towards purposeful adult pathways, stronger community connections and activities that are planned around individual outcomes. The Activity and Community Engagement Coordinator will be central to making that ambition consistent and sustainable across both sites.

The Directors are now looking to appoint an enthusiastic, creative and organised **Activity and Community Engagement Coordinator** to help bring this vision to life. This is a unique opportunity to shape and coordinate a high-quality programme of learning, wellbeing, leisure, community and contribution opportunities across New Bridge Horizons.

The postholder will lead the planning, coordination and delivery of a diverse programme of learning, wellbeing, leisure and community opportunities that help people achieve their goals and aspirations. Working collaboratively with colleagues, families, carers and community partners, you will develop accessible and engaging programmes that promote dignity, choice, independence and inclusion. Combining strategic planning with hands-on involvement, you will build partnerships, systems and opportunities that support high-quality activities across Horizons. You will ensure programmes are shaped by the voices and interests of the people we support, are accessible to a wide range of needs, and contribute to positive outcomes through the Grow, Connect, Contribute and Thrive pathways. Working autonomously, you will take ownership of priorities, make informed decisions and maintain effective communication with the Head of Site to ensure successful delivery and continuous improvement.

Main Responsibilities

- Plan, coordinate and deliver an engaging, person-centred programme of activities across Horizons sites and community settings, aligned to the Tree of Growth pathways.
- Develop inclusive, co-produced activities that reflect the interests, aspirations and support needs of the people who attend Horizons.
- Build and maintain effective partnerships with community, health, education, leisure, voluntary and employment organisations to expand opportunities for participation, learning and contribution.

- Coordinate the practical arrangements for programme delivery, including staffing, transport, venues, equipment, communication support, budgets, consent and risk assessments.
- Ensure all activities and external partnerships comply with safeguarding, governance, health and safety, data protection and organisational policies.
- Produce accessible information and communication materials to support participation and engagement.
- Communicate programmes, updates and opportunities effectively with people who attend, families, carers, staff and partner organisations.
- Monitor, evaluate and report on participation, outcomes and impact, using feedback and data to drive continuous improvement.
- Manage activity budgets responsibly, maximise value for money and identify opportunities to utilise community resources, partnerships and external funding.
- Keep up to date with best practice in meaningful activity, community inclusion, learning disability services, autism support and accessible wellbeing initiatives.

The successful candidate will also receive an excellent recruitment package including a competitive salary, access to the local government pension scheme, healthcare scheme, TOIL scheme and up to 31 annual leave days per year.

Currently New Bridge Horizons is based on two sites within Oldham. The Link Centre, Union Street Oldham and Turf Lane Chadderton. All staff are expected to work at any site if the need arises.

New Bridge Horizons is committed to safeguarding and promoting the welfare of all services users and applicants must have a commitment to safeguarding young adults. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview.

Salary: SO1 points 23-25 £35,570 - £ 37,563 (FTE per annum)

Starting Salary: £21,346

Contracted hours: 22 hours per week over 3 days

Based at: New Bridge Horizons Sites

Closing Date: 9th November 2026 at 9am

Interviews: 16th November 2026

Further information: Katie Kay - katie.kay@newbridgegroup.org
Completed application forms to recruitment@newbridgegroup.org