

Social Circles Project Coordinator (Part-Time)

Location: Monmouth (Bridges Centre)

Salary: £11,817 per annum (£29,542.50 FTE)

Hours: 15 hours per week

Contract: Fixed-term until 31 March 2028. This post is subject to confirmation and continuation of external grant funding. **Please see full job description for details.**

Do you have a passion for supporting older people and creating meaningful community connections?

Bridges Centre is looking for a compassionate, organised and proactive **Social Circles Project Coordinator** to lead our dementia-friendly social group for older people in Monmouth. Social Circles provides a welcoming, supportive environment for people experiencing loneliness, isolation, dementia or mild health challenges, helping them stay active, independent and connected.

About the role

This is a rewarding, hands-on role where you'll take responsibility for the day-to-day running of the group. You'll:

- Plan and deliver engaging activities that promote wellbeing.
- Build positive relationships with guests and their families.
- Coordinate and support our team of volunteers.
- Arrange transport for guests using volunteer drivers.
- Liaise with health and social care professionals.
- Maintain records, referrals and risk assessments.
- Help develop and promote the service within the local community.

The role requires you to work **Tuesdays and Thursdays (9.00am-3.00pm)**, with an additional **3 flexible hours** each week. We welcome applications from candidates seeking part-time work who can meet these core service hours.

We're looking for someone who has:

- Experience working with older people in a community, care or support setting.
- Experience leading or coordinating groups, projects or volunteers.
- Excellent organisational and communication skills.
- The ability to work independently and use their initiative.
- A caring, person-centred approach and an understanding of dementia, loneliness and safeguarding.

A qualification in Health & Social Care (or a related field) and knowledge of the Social Services and Wellbeing (Wales) Act 2014 would be advantageous but are not essential.

Why join Bridges?

At Bridges Centre, we're passionate about helping people across Monmouthshire live well. You'll be joining a friendly, supportive charity where your work will make a genuine difference to the lives of older people and their families every week.

Due to the nature of the role, the successful applicant will be required to undertake an Enhanced DBS check (funded by Bridges) and complete a Right to Work check before employment.

Bridges Centre is committed to creating an inclusive workplace and welcomes applications from all sections of the community. Appointments are made on merit.

Closing Date: Tuesday 11 August 2026, 10:00am

For the full Job Description and Application Form, please visit [Bridges Centre website](#) or the [Employment Opportunities page](#).

Please send your completed application to:

Amy McDougall, HR Manager

 amy.mcdougall@bridgescentre.org.uk