Job Description

Job Title: Social Circles Project Coordinator

Responsible to: Wellbeing Director / Wellbeing Services Manager

Responsible for: Beneficiaries and Volunteers

Location: Methodist Hall, Monmouth (temporary location)*

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

Duration of post: Fixed Term Contract until 31 March 2028

*This role and the Social Circles group are temporarily based at the Methodist Hall, Monmouth, while restoration work is carried out at Drybridge House. Once the restoration of the building has been completed, the role and the group will revert back to Drybridge House, Monmouth. While the role is based at the temporary location, the post holder will be required to be a key holder for the premises.

Annual leave entitlement: Pro-rated, full time equivalent of 22 days plus 8 days' bank holiday allowance

Hours: 15 hours per week, with fixed working days as Tuesdays and Thursdays, 9:00am – 3:00pm and an additional 3 flexible hours to be worked at an agreed time during the week.

The role requires availability on Tuesdays and Thursdays to support the effective delivery of the group, which currently operates from 10.30am to 2:30pm on those days. Working hours include time for setup before sessions, direct contact during sessions, and clean-up afterward.

At Bridges we aim to support people's wellbeing and help communities across Monmouthshire to thrive. We strive to be a trusted community and wellbeing charity at the heart of Monmouthshire, connecting people, supporting independence and creating opportunities for people to live well. We are here for everyone, acting with warmth, integrity and respect. We listen, respond and use our experience, care and expertise to support people in ways that make a real difference.

Job Purpose:
Social Circles is a dementia friendly social group for older people in the Monmouth area. Bridges Centre, in partnership with Monmouthshire County Council, provides a vital service supporting older adults who are living at home and experiencing loneliness, isolation, or mild health challenges such as depression or dementia. Social Circles aims to encourage independence within a safe environment. Our focus is to develop the wellbeing of our guests through stimulating and social interaction.

As the Project Coordinator for Social Circles, you will take **overall responsibility for the day-to-day leadership and operation of the group**. This is a hands-on role where you will be expected to take ownership of the service, work independently and use your initiative and professional judgement to ensure the group runs safely, effectively and in line with the needs of our guests. You will build positive relationships with guests and their families, coordinate and support volunteers, organise transport, and plan and deliver engaging, stimulating and supportive activities. The role requires someone who is organised, proactive and confident managing the varied demands of running a group independently, while maintaining a strong focus on the wellbeing and individual needs of each guest.

Main Duties:

- Oversee the day-to-day management of Social Circles, including guest referrals, arranging activities, coordinating transport, developing activities, meal planning with the kitchen team, and volunteer management.
- Monitor financial operations related to the programme and attend planning meetings as needed.

- Maintain and develop a structured activity programme that includes at least one extended exercise session and one structured activity per day, tailored to the individual needs and interests of participants.
- Coordinate transport for members using volunteer drivers.
- Understand and respond to the needs of guests, liaising with families and social services when required.
- Promote Social Circles to maintain appropriate attendance at the twice-weekly sessions.
- To take responsibility for the organisation and training of volunteers to assist in all aspects of the group.
- Provide low-level personal care to clients who may require toilet assistance.
- Develop and maintain risk assessment documentation, policies, and procedures.
- Establish connections with external organisations such as Monnow Vale, local medical practices, and other statutory bodies.
- Maintain accurate records, including attendance, guest records and risk assessments.
- Provide regular reports to the Wellbeing Services Director/ Manager and Monmouthshire County Council.
- Ensure all records, including personal details, are managed in compliance with GDPR regulations.
- Identify and explore opportunities for programme development.

Other Duties:

- To act as an ambassador for Bridges raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
- To attend meetings and training as required.
- Take all reasonable measures to follow all Health and Safety policies, procedures, and appropriate legislation as applicable, including personal accountability for the safety of self and others at all times.
- In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Wellbeing Director in addition to those shown above.

Skills Required:
(Evidenced by qualifications, application and previous experience)

Essential Skills

- Proven experience in leading and motivating small teams, including volunteers.
- Experience of planning, coordinating, and delivering engaging and purposeful group activities.
- Ability to work independently and take initiative in a self-managed role.
- Strong organisational and administrative abilities, including maintaining accurate records and managing referrals and bookings.
- Experience working with older people in a care, support, or community setting.
- Sound knowledge of issues affecting older adults, particularly those facing loneliness, isolation, or early-stage mental health challenges such as depression or dementia.
- Understanding of safeguarding principles and GDPR compliance in relation to client data.
- Demonstrated ability to work collaboratively with a range of stakeholders, including health professionals, social care providers, community members, and voluntary sector partners.
- Knowledge of the Social Services and Wellbeing (Wales) Act 2014 and its implications for service provision.
- Excellent interpersonal skills with the ability to empathise, build trust, and maintain positive relationships with clients and families.

Desirable Skills

- NVQ Level 3 or equivalent qualification in Health and Social Care, Community Work, or a related field.
- Experience in developing and maintaining risk assessments, procedures, and operational policies.
- Knowledge of community transport coordination and the ability to drive.

Personal Attributes

- Empathetic & Person-Centred: Sensitive to the individual needs of older adults.
- Proactive & Motivated: Self-driven with enthusiasm to lead and grow the programme.
- Flexible & Adaptable: Open to adjusting hours to meet service needs.
- Strong Communicator: Clear and confident with diverse stakeholders, both written and verbal.
- Creative & Resourceful: Skilled at designing engaging, enriching activities.

Other Requirements:

- A right to work check and a DBS (cost covered by Bridges) will be required prior to starting within the role.
- While the role is based at the temporary location (Methodist Hall, Monmouth), the post holder will be required to be a key holder, including opening and securing the premises for group sessions.

Equality and Diversity Statement:

Bridges is committed to promoting equality, diversity, and inclusion in the workplace. We welcome applications from individuals of all backgrounds and experiences. We aim to create a supportive environment where everyone is treated with respect and given equal opportunities to thrive and grow within the organisation. Our goal is to build a diverse workforce that reflects the community we serve, fostering positive connections and partnerships across all sectors of society.

The Application Process:

To apply, please complete the application form available on the Bridges Centre website.

Send your completed application to:
Amy McDougall (HR Manager)
By email: amy.mcdougall@bridgescentre.org.uk
Or post to: Bridges Centre, Drybridge House, Monmouth, NP25 5AS

Closing date for applications: Friday 30th October 2026, 10am.

Please note: Unfortunately, we are unable to provide feedback to candidates who are not shortlisted for interview.