

## Post: Pathways to Belonging Coordinator - Doncaster

**DATE:** February 26  
**CONTRACT:** Fixed Term till June 28  
**HOURS:** 28hrs per week  
**SALARY:** £28,000 FTE (£22,400 pro rata)  
**HOLIDAY:** 22 days + bank holidays pro rata  
**RESPONSIBLE TO:** Kate Sugden, Positive Pathways Regional Manager

**An enhanced DBS check is required as this position will involve directly working with vulnerable people.**

### **Background**

**Starting Point Team** is committed to enhancing the lives and well-being of people in Doncaster who are experiencing multiple and complex challenges, such as substance misuse, homelessness, mental health difficulties, involvement with the criminal justice system, and domestic or sexual violence. The program supports individuals through sustained, effective engagement and a multi-disciplinary, person-centered approach.

### **Summary of job**

We are seeking a compassionate and proactive Coordinator to support and empower individuals with multiple complex needs by facilitating meaningful activities and learning opportunities through collaboration with Starting Point Team, Doncaster Minster, and other faith-based organizations in the borough.

The role is centred on designing, delivering, and sustaining impactful activities and workshops for individuals who have recently been housed, are experiencing homelessness, or face other forms of vulnerability. Working alongside volunteers and individuals with lived experience, the coordinator will ensure these sessions are meaningful, inclusive, and responsive to clients' needs. Success in this role will require a flexible, collaborative approach—working closely with the Starting Point Team to share learning, build capacity, and connect individuals to both internal programmes and wider community-based progression opportunities that support their journey toward stability and independence.

The courses delivered through this project will combine enjoyable, engaging activities with essential learning and skill development. Alongside creative and social sessions, the programme will offer more structured opportunities focused on practical life skills such as IT literacy, tenancy readiness, and volunteering preparation. These courses are designed to empower clients with the tools they need to sustain their tenancies, build confidence, and take positive steps toward volunteering or employment. The foundation of this work will be rooted in the achievements and insights of the Lived Experience Team and will align with the broader goals of the Starting Point Team team to improve outcomes for individuals facing multiple disadvantages. As Community Coordinator, you will play a vital role in offering hope, structure, and meaningful opportunities for people ready to take the next step toward stability and inclusion. There will be some element of one-to-one working with some clients, this will vary but may include, things like attending courses with them outside of the main group.

## **Key Deliverables**

- Develop and maintain a regular programme of activities at the Starting Point Team Hub and other venues to foster engagement and relationship-building, particularly with clients who may be reluctant to access traditional services.
- Deliver and broker meaningful opportunities that promote personal growth, emotional resilience, and community connection.
- Identify and facilitate pathways for clients into education, training, volunteering, and employment.
- Conduct holistic needs assessments and support planning for clients, ensuring interventions are tailored and responsive.
- Signpost clients to external services when appropriate—for example, mental health support like Andy's Man Club—ensuring their wider needs are met.
- Collaborate effectively with statutory and voluntary sector partners to maximise available support for clients.
- Recruit, train, and supervise volunteers, including individuals with lived experience of homelessness or complex needs.
- Co-produce activities in partnership with clients, volunteers, and staff, ensuring relevance and inclusivity.
- Produce timely reports and case studies that capture project impact, client progression, and areas for development.
- Ensure health and safety standards are upheld in all activities and venues.
- Establish and maintain partnerships with local agencies to ensure a comprehensive support offer for vulnerable individuals.
- Provide supportive line management and performance oversight for volunteers, including regular supervision and recognition.
- Support the development of a network of local organisations and businesses that offer progression routes and training for clients.
- Oversee the distribution of volunteer and client expenses in line with financial policies and procedures.
- Maintain accurate, up-to-date records of clients and service activity, in compliance with Data Protection legislation and DMBC policies.
- Collaborate with colleagues to identify and create new, meaningful volunteer roles across the programme.
- Help coordinate celebration events and recognition activities for clients and volunteers at the end of the pilot year.
- Adhere to and manage lone working, safeguarding, and quality assurance protocols, reporting concerns promptly and professionally.
- Participate in internal and external meetings, training events, and relevant conferences to support professional development and service delivery.
- Engage in regular supervision and annual appraisals, actively identifying and pursuing relevant training and development opportunities.
- Uphold all organisational policies and procedures, including those related to Health and Safety, Confidentiality, and Codes of Practice.
- Consistently perform duties to a high professional standard, contributing positively to the team and wider mission.
- Undertake any other duties commensurate with the role as required.

### **Course Areas May Include:**

- Confidence-building and wellbeing activities
- Creative and social engagement workshops
- Digital inclusion and IT skills
- Life skills including budgeting and cooking
- Volunteering and pre-employment preparation
- Health and fitness
- Photography etc.

### ***Person Specification***

#### ***Key Qualifications and Skills:***

- Enthusiastic and passionate, with excellent interpersonal and relationship-building skills.
- A self-starter, capable of working independently and using initiative.
- Proven experience in recruiting, coordinating, and supporting volunteers—ideally within a charitable or community-based setting. (direct experience is beneficial but not essential).
- Empathetic and aware of the challenges associated with complex needs, homelessness, and supporting vulnerable individuals (direct experience is beneficial but not essential).
- Demonstrated experience working with individuals and groups from vulnerable or marginalised backgrounds.
- A collaborative team player who actively seeks and contributes to partnership working opportunities.
- Experienced in designing and leading workshops or activities aimed at building emotional resilience and promoting client independence. (direct experience is beneficial but not essential).
- Reflective and creative in approach, with the ability to engage clients and provide personalised, strengths-based support.
- Skilled in support planning and in empowering individuals to set and achieve personal development goals. (direct experience is beneficial but not essential).
- Committed to involving clients in project development and delivery, valuing co-production and lived experience.
- Sound knowledge of Health and Safety regulations and anti-discriminatory practices, with an understanding of their workplace application.
- Strong understanding of safeguarding principles and confidence in applying safeguarding procedures when necessary.
- Excellent verbal and written communication skills, with the ability to engage diverse audiences.
- A creative and pragmatic problem-solver, especially in dynamic or challenging environments.
- Willing and able to travel locally and attend occasional evening meetings or events as required.