



## JOB DESCRIPTION

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**Job Title:** Community Engagement Lead

**Responsible to:** CEO of Mentivity

**Responsible for:** Volunteer Coordinator

**External Stakeholders:** Community Members & Leaders, Local Organisations, Corporate Volunteers & Partners, Councils & Local Authorities.

**Team:** Leadership/**Operations**/Delivery

**Location:** Mentivity House, 50 Westmoreland Road, London, SE17 2GA

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### **About Mentivity:**

Founded in 2016 by Sayce Holmes-Lewis alongside co-founders Leon Wright and Tyson Holmes-Lewis, Mentivity is an award-winning, inspirational mentoring organisation that provides aspirational support for young people, schools, and parents.

Through Mentivity House, we offer a dedicated space for youth development and community engagement, including youth clubs, tailored programmes, and our respite provision.

Our services also include mentoring, professional training, and apprenticeship/career readiness programmes, equipping young people and our wider community with the skills, confidence, and opportunities they need to succeed.

## **What we do:**

### **Mentivity Mentoring**

- Bespoke mentoring programmes to nurture young people's passions and help them connect these interests to life and career aspirations.
- Delivered at Mentivity House & in schools and colleges.

### **Mentivity House**

- A space to play, to learn, to socialise and to collaborate with the Aylesbury, Taplow estates and wider community.
- An inclusive community space that reflects the diversity of Walworth and its surrounding areas.
- A diverse and balanced programme of activities, from youth work to arts-workspace.
- Event space for local community groups offering activities that deliver social value.

### **Mentivity Respite Provision**

- Flexible, nurture-centric respite education provision for young people.
- Targeted interventions to address behavioural and social development needs and to support reintegration to mainstream education.

## **Main Purpose of position:**

The Community Engagement Lead will play a pivotal role in the growth and success of Mentivity & Mentivity House as a thriving community space. They will be responsible for managing community partnerships, coordinating programmes and services, overseeing light facilities management, and promoting Mentivity House as a valuable space for hire. This role focuses on building strong relationships with partners and the community while ensuring the smooth day-to-day operation of Mentivity House.

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## DUTIES & RESPONSIBILITIES

Main duties of the role	% of role
<p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>● Build and maintain strategic partnerships through targeted outreach, with local organisations, schools, charities, and businesses to bring impactful services and programmes to Mentivity House.</li> <li>● Identify and address community needs by developing programmes that support youth work, education, arts, physical activity, and other key areas outlined in the Mentivity Management Agreement.</li> <li>● Act as a key representative of Mentivity in the community, advocating for the organisation's mission and objectives.</li> </ul>	35%
<p><b>Programme Coordination</b></p> <ul style="list-style-type: none"> <li>● Oversee the planning and delivery of events, workshops, and services at Mentivity House, ensuring they meet community needs and align with project aims.</li> <li>● Develop and monitor a balanced calendar of activities to ensure inclusivity and accessibility for all community members.</li> <li>● Collaborate with internal teams to create innovative initiatives with measurable social impact.</li> </ul>	20%
<p><b>Facilities and Space Hire Management</b></p> <ul style="list-style-type: none"> <li>● Manage bookings and enquiries for the hire of Mentivity House spaces, including meeting rooms and hall. Enquiries will come via the website, walk-ins, and other channels.</li> <li>● Maintain accurate records of bookings, ensuring clear communication with clients and adherence to Mentivity's policies.</li> <li>● Assist with the marketing and promotion of Mentivity House as a desirable space for hire, leveraging social</li> </ul>	10%

media, community networks, and other marketing channels.	
<p><b>Facilities Management</b></p> <ul style="list-style-type: none"> <li>• Coordinate light facilities management duties, including scheduling maintenance, ensuring compliance with health and safety regulations, and maintaining a welcoming environment.</li> <li>• Ensure the premises are well-maintained and equipped to deliver programmes safely and efficiently.</li> </ul>	15%
<p><b>Reporting and Administration</b></p> <ul style="list-style-type: none"> <li>• Monitor and evaluate the success of programmes and services, providing regular reports to the Community Advisor Board and senior leadership.</li> <li>• Track community engagement metrics, including participation and outcomes, to align with the Mentivity Management Agreement’s project outputs.</li> <li>• Support financial sustainability by assisting in the development of a commercial model for space hire and partnerships.</li> </ul>	10%
<p><b>Team Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work closely with Mentivity leadership and the delivery team to align community programmes with organisational goals.</li> <li>• Serve as the liaison between Mentivity House and external stakeholders, facilitating clear communication and mutual understanding.</li> </ul>	10%

**PERSON SPECIFICATION**

KEY SKILLS AND COMPETENCIES	Essential (E) Desirable (D)	Demonstrate at Application (A) or Interview (I)
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Strong interpersonal and relationship-building skills, with the ability to engage a diverse range of stakeholders.	E	A/I
Proven experience in community development, programme management, or similar roles.	E	A/I
Knowledge of facilities management and health and safety regulations.	E	A/I
Excellent organisational and project management skills, with the ability to prioritise competing demands.	E	A/I
Strong written and verbal communication skills for reporting and stakeholder engagement.	E	A/I
Marketing experience, particularly in promoting spaces for hire or community initiatives.	D	I
Knowledge of safeguarding children and young people.	E	A/I
Demonstrable knowledge of challenges young Londoners face.	D	A/I
Experience of preparing and interpreting reports	E	A/I
Proficient in using HR software and office applications (e.g., Google Workspace, Microsoft Office)	E	A/I
Experience of budget management	D	A/I
<b>QUALIFICATIONS AND EXPERIENCE</b>		

Demonstrable experience in community-focused roles, preferably in a similar setting.	E	A/I
Proven ability to manage bookings and enquiries effectively, including using digital platforms and in-person interactions.	E	A/I
Familiarity with social value principles and community empowerment practices.	D	A/I
Experience in facilities management.	D	A/I
<b>PERSONAL QUALITIES</b>		
Willingness to learn new skills	E	A/I
Brings energy, enthusiasm and ideas to the organisation	E	I
Ability to handle sensitive information in a professional manner, and in line with our policies	E	A/I
A commitment to/an understanding of equity, inclusion and diversity	E	A/I
A commitment to personal and professional development	E	A
Demonstrates a proactive and adaptable approach, showing willingness and initiative to take on new challenges and respond effectively to the evolving demands of our organisational development.	E	I
Flexible and agile, able to thrive in a dynamic environment and adjust priorities as needed.	E	I
Commitment to promoting diversity, equity, and inclusion in the workplace	E	A/I

Exhibits a positive, solutions-focused attitude, with a commitment to excelling in designated areas and contributing to the overall success of the organisation.	E	I
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Salary: £34,250 - £37,000

Location: Mentivity House

Hours: 40 hours

Contract type: Full-time

Annual leave: 28 Days inclusive of bank and public holidays

Duration: Fixed term (1-year contract)