



## **Job Description - Community Prevention and Programmes Manager**

Location: LIVES HQ, Horncastle

Hours of Work: Full Time 37.5 hours per week

Reports to: Head of Operations

Salary: £32,000 - £35,000

### **Job Purpose**

The Community Prevention and Programmes Manager will lead the delivery and development of the charity's community-based education and prevention activity, helping more people gain the knowledge, skills and confidence to take action in an emergency and to support healthier, safer communities.

This is a hands-on role focused on delivering practical, high-quality community programmes through volunteers, partnerships and funded projects. The postholder will lead the day-to-day development and delivery of the charity's community education and prevention work, including lifesaving skills training, community engagement initiatives and broader preventative interventions aligned to the charity's strategy.

The role will recruit, support and develop a network of Community Champion volunteers, build strong relationships with community organisations and partners, and ensure projects are delivered effectively, safely and in line with funding requirements, organisational priorities and regulatory expectations where appropriate.

As a new role, the postholder will also help shape and embed this area of work, supporting the development of new initiatives and approaches that use the charity's skills and knowledge in a preventative, community-focused way. This includes helping to develop programmes that build confidence, practical skills and willingness within communities so that more people feel able to step forward and help in the critical early moments before professional support arrives.

This role would suit someone who is highly organised, practical, values-driven and confident working across communities, volunteers, partnerships and funded projects.

### **Key Responsibilities**

#### **1. Lead the delivery of community education and prevention programmes**

- Coordinate and oversee programmes that provide practical community education in areas such as CPR, recovery position, bleed control and other lifesaving or preventative interventions.
- Support the development and delivery of new community-focused initiatives aligned to the charity's strategy, including programmes relating to prevention, public safety and early intervention.
- Ensure community projects are delivered to a high standard, are well organised, and reflect the needs of the communities they are intended to serve.

- Help ensure programmes are delivered safely, inclusively and in line with organisational policies, procedures and values.
- Actively support the organisation's charitable mission by contributing to fundraising, awareness, and engagement activities alongside clinical duties.

## **2. Recruit, support and develop volunteer Community Champions**

- Lead the recruitment, onboarding and support of Community Champion volunteers.
- Build and maintain strong relationships with Community Lifesaving Champions and support them to deliver community education confidently and effectively.
- Help ensure volunteers involved in community programmes are appropriately trained, supported and equipped for their role.
- Work with colleagues to support volunteer engagement, retention and development within community programmes.
- Encourage the sharing of learning, good practice and ideas across the Community Lifesaving Champion network.

## **3. Support and assure quality of community delivery**

- Maintain a strong understanding of the content, standards and delivery approaches used within the charity's community education and prevention programmes.
- Support volunteers to deliver high-quality, engaging and consistent sessions and community activity.
- Provide practical support, coaching and feedback to volunteers where needed to help build confidence and capability.
- Monitor the quality and consistency of delivery and identify opportunities for improvement, development and support.
- Where required, deliver or support community sessions and activities directly in order to support delivery, model good practice and maintain an understanding of what effective delivery looks like.

## **4. Engage with communities to enable delivery**

- Build positive relationships with schools, workplaces, sports clubs, community groups and other local organisations to enable the delivery of community programmes.
- Work directly with communities to identify needs, barriers and opportunities for engagement.
- Help ensure community activity is accessible, relevant and responsive to local priorities.

- Represent the charity professionally in community settings and help build awareness of the organisation's wider mission and impact.
- Support the development of community partnerships that strengthen local reach and participation.

## **5. Deliver and coordinate funded projects**

- Lead the day-to-day delivery of funded community projects and initiatives.
- Ensure funded activity is delivered in line with agreed objectives, timelines, outputs and outcomes.
- Work closely with colleagues, partners and funders to ensure grant requirements are met.
- Monitor project activity, milestones and delivery risks, taking action where required to keep projects on track.
- Help ensure funded work is well organised, evidence-based and aligned with the charity's values and priorities.

## **6. Reporting, monitoring and impact**

- Produce clear and timely reports for funders, partners and internal stakeholders on community activity and project outcomes.
- Collect, monitor and use data and feedback to demonstrate reach, impact and learning.
- Maintain accurate records and reporting relating to community programmes, volunteer involvement and funded activity.
- Support the development of meaningful impact measures that help demonstrate the value of the charity's prevention and education work.
- Use insight and learning to improve future delivery and strengthen programme quality.

## **7. Identify opportunities and support funding development**

- Identify opportunities to develop and expand the charity's community education and prevention work.
- Build relationships and gather insight that helps identify emerging community needs, partnership opportunities and areas for growth.
- Work with the fundraising team to develop ideas, proposals and supporting information for funding applications.
- Contribute practical delivery knowledge and impact evidence to help secure funding for new or existing projects.
- Help ensure new opportunities are realistic, deliverable and aligned with organisational priorities.

## **8. Support the development of new community-focused initiatives**

- Contribute to the development and delivery of emerging community-based initiatives that support people to act confidently and safely in the early stages of an emergency or health crisis.
- Work with colleagues and partners to explore how the charity can strengthen community resilience, bystander confidence and preventative community action in ways that are practical, inclusive and sustainable.
- Contribute ideas, learning and operational insight to the continued development of this area of work.
- Support the testing, refinement and implementation of new approaches as this area of work develops.

## **9. Partnership and stakeholder working**

- Build and maintain effective working relationships with partners, community organisations, local stakeholders and relevant agencies.
- Work collaboratively with internal colleagues, including fundraising, volunteering, communications and operational teams.
- Support partnership activity linked to community safety, prevention and education, including initiatives relating to areas such as youth safety, injury prevention and public awareness.
- Represent the charity in meetings, events and discussions relevant to community programme delivery.

## **10. Budget oversight and resource management**

- Support the effective management of project budgets, ensuring resources are used appropriately and in line with agreed plans and funding requirements.
- Monitor expenditure relating to community projects and identify any issues, risks or variances as appropriate.
- Help ensure the effective planning and use of equipment, materials and resources needed for programme delivery.

## **11. Contribute to a positive and values-led culture**

- Help foster a positive, inclusive and values-driven culture across community programmes and volunteer activity.
- Contribute to the development of resources, processes and ways of working that strengthen community delivery.
- Demonstrate flexibility and adaptability as the role and programme area continue to develop.
- Undertake any other duties reasonably required, consistent with the nature and level of the role.

## **Person Specification**

### **Essential Experience**

- Experience of coordinating, delivering or managing community-based projects, programmes or services.
- Experience of engaging with communities, community groups or partner organisations to enable delivery.
- Experience of recruiting, coordinating or supporting volunteers.
- Experience of delivering funded projects or grant-funded activity.
- Experience of monitoring, reporting and evidencing outcomes or impact.
- Experience of managing a varied workload and delivering activity in a practical, organised and responsive way.
- Experience of supporting or assessing the quality and consistency of community or volunteer-led delivery.

### **Essential Knowledge and Understanding**

- Understanding of community engagement and the factors that support effective participation and local delivery.
- Understanding of volunteering and the factors that support volunteer engagement, confidence and retention.
- Good understanding of the principles of effective community education, public engagement or practical skills delivery.
- Awareness of the importance of safe, inclusive and well-organised delivery in community settings.
- Understanding of how community education and prevention activity can contribute to wider health, safety and wellbeing outcomes.
- Awareness of the importance of partnership working in community-based delivery.

### **Essential Skills and Attributes**

- Strong interpersonal skills and the ability to build positive, credible working relationships.
- Approachable, personable and confident working with a wide range of people and communities.
- Highly organised and able to manage multiple projects, priorities and deadlines.
- Practical and solutions-focused, with the ability to make things happen.
- Strong written and verbal communication skills.

- Able to work independently and collaboratively.
- Comfortable using systems, processes and reporting to support delivery and evidence impact.
- Able to interpret information and use it to support planning, decision-making and problem-solving.
- Able to support, coach and encourage volunteers effectively.
- Flexible and adaptable, with the ability to work in a developing role and respond positively to change.
- Values-driven, with a strong commitment to the mission and ethos of the charity.
- Genuine interest in community prevention, public education and the role of confident bystanders in improving outcomes.

## **Desirable**

- Experience of working in a charity, healthcare, public health, emergency response, education or community development environment.
- Experience of delivering health education, first aid, public safety or community resilience initiatives.
- Experience of working with funders, commissioners or grant-making bodies.
- Experience of developing partnerships across statutory, voluntary or community sectors.
- Experience of working with schools, youth groups or community safety initiatives.
- Experience of working with community safety or prevention initiatives such as violence reduction, road safety or health improvement.

## **Additional Information**

- The postholder will be expected to travel regularly within Lincolnshire to meet with volunteers, partners, community groups and attend relevant meetings and events.
- Some evening and weekend working may be required to meet the needs of the role. LIVES offers a 'core hours' working environment for this role.
- A full UK driving licence and access to suitable transport for business use is required.
- Appointment to this role will be subject to the right to work in the UK.
- Appointment to this role will be subject to a satisfactory DBS check.
- The postholder will be required to work in accordance with the charity's policies, procedures and values at all times.

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- This job description is intended as a guide to the main responsibilities of the role and may be amended from time to time in line with organisational needs.