

Recruitment Pack

**Community Project
Coordinator (Delivery) –
6 months fixed term**

August 2026

**Thank you for your interest in
working with Lancashire Mind**

Who are we?

Lancashire Mind is an independent mental health charity, delivering our impactful strategy that has been co-created with the people of Lancashire. We reach over 10,000 people each year.

We're an active member of the national Mind Federation, linking us with over 100 other local Mind organisations across England and Wales, providing excellent opportunities for good practice sharing and partnership working.

Our purpose is to support people in Lancashire to achieve the best mental health and wellbeing possible.

To achieve this, we:

Connect Minds through ongoing engagement and co-creation.

Change Minds by challenging stigma and increasing knowledge around mental health.

Support Minds by being a source of help, where, when, and how people need it.

We value being:

Real

Grounded in lived experience and making sure our work is relevant to Lancashire.

Bold

We're not afraid to demand better for people who need our help.

Caring

Treating people with compassion and respect and being there for people and communities in Lancashire.

Open

Working inclusively to tackle issues and being open to new ideas.

We believe that everyone can achieve good mental health and wellbeing, and that resilience is the key to sustaining it. With 50% of mental health conditions developing before the age of 14, building resilience from an early age is central to the work we do.

We empower people in Lancashire to value and take care of their mental health. Our work ranges from 1:1 support for people facing multiple and complex barriers, to preventative and influencing work. We work in partnership with others to make mental wellbeing a priority.

We are determined to be an organisation that is representative of the diversity of the whole county and one that challenges the mental health inequalities faced by our communities. We're working to become a truly anti-racist organisation.

Everyone who works for Lancashire Mind is fuelled by a passionate belief that enabling people to achieve mental wellbeing will reduce the number of people who go on to develop a mental health condition, and for those who do, to have a better chance of remaining well.

**Join us to connect, change and
support minds in Lancashire.**

Why work with us?

As well as striving to meet the mental health needs of our local communities, we aim to be a good employer and do what we can to provide a supportive and healthy environment for our employees.

You'll get a friendly welcome from colleagues and clear expectations about your role and how it contributes to achieving Lancashire Mind's goals.

Flexible working

We operate a hybrid working policy. For office-based roles, you can split your time between home and our office in Chorley. For service delivery roles, you'll also spend time working in communities at a range of different venues. Depending on the requirements of the role, we will also consider remote working.

Our full-time hours are 35 hours per week. We are open to requests for flexible working hours, including compressed hours. Everyone is provided with the equipment needed to work from home or in the community.

Leave

Full-time staff have 25 days annual leave, plus bank holidays (pro rata for part-time roles). We close for the days between Christmas and New Year, which are given as additional leave entitlement (pro rata).

We've recently introduced long-service leave. Employees who've worked for Lancashire Mind continuously for 3 years are entitled to an extra day's holiday for each full year of service, up to a maximum of 5 days (pro rata).

We've also introduced a buying/selling annual leave scheme.

We offer five paid days of emergency/compassionate leave (pro rata) to help you manage unexpected life events.

Wellbeing benefits

We have a workplace wellbeing scheme provided by a small team of staff champions. Champions organise wellbeing activities and run a regular wellbeing survey, giving staff the chance to input to improving wellbeing in the workplace.

We offer an annual, paid wellbeing half-day to encourage all employees to do something positive for their own wellbeing.

Our Employee Assistance Programme gives you and your immediate family access to a 24/7, 365 confidential helpline and you'll have access to a smartphone app with personalised wellbeing content.

We cover the cost of an annual standard eye test and annual flu vaccination for all staff, regardless of your role.

Financial benefits



We offer the opportunity for staff to save for their retirement by providing a workplace pension scheme, with options for matched



contributions up to 6%.

From your start date you'll be eligible for the company sick pay scheme, which increases with each year served up to 6 weeks full pay, 6 weeks half pay after five years of service.

Learning and development

You'll have protected time during regular supervision sessions with your line manager to reflect on and plan the work you do.

We provide a wide range of learning opportunities, including shadowing other staff, as well as regular training courses.

Who you'll work with

There is significant evidence that some groups in society face additional challenges to their mental health, and barriers to accessing mainstream services. We aim to address and overcome mental health inequalities through our adult projects.

Lancashire Mind is continually engaging with Lancashire communities to understand the barriers people face and the differing needs of diverse community groups.

Our Community Engagement Team lead on this work and to develop and deliver tailored projects.

Our adult projects focus on supporting people to overcome barriers, offer accessible services and ultimately improve wellbeing. This can be through a variety of ways such as community engagement, 1:1 support, group workshops, peer support and training – the approach will be tailored to the community we are working with.

We focus on working with communities who face additional barriers to accessing services along with additional challenges to their mental health or complex/racialised communities. We look at:

- people with severe mental health conditions
- people who are digitally excluded
- people from racialised communities
- people experiencing health inequalities

Our flagship project is Connecting Communities which is funded through the National Lottery Community Fund. It is a three-year project focused on engaging South Asian communities in Pendle, Burnley, Preston and other areas of Lancashire.

The aims of the project are to increase understanding around mental health; empower people to understand and look after their own mental health; enable service providers to improve access for people from racialised communities.

Your role

An exciting opportunity has arisen to join our Community Engagement Team as a

Community Project Coordinator on our Connecting Communities project. This is a temporary fixed-term position to provide cover during a period of staff absence, with the potential for extension.

We're looking for a confident and engaging individual who is passionate about improving mental health and wellbeing within South Asian and other racialised communities. The role is primarily focused on delivering community engagement activities, workshops and wellbeing sessions, with project coordination and session planning being supported by other members of the team.

The successful candidate will have experience of engaging with South Asian communities and an understanding of the barriers that can prevent people from accessing mental health support. Knowledge of the communities across Pendle, Burnley, Preston and the wider Lancashire area would be advantageous. The ability to speak a

South Asian community language, such as Urdu, is highly desirable.

You will be a confident facilitator with excellent communication and presentation skills, able to build trust quickly and adapt your approach to suit different audiences.

Due to the short-term nature of the contract, you will need to be able to hit the ground running, and be flexible and adaptable.

You'll feel comfortable delivering sessions independently in community settings and representing Lancashire Mind professionally with community members, partners and stakeholders.

Experience of supporting people with their mental health and wellbeing is essential. The role includes delivering one-to-one and group-based support, providing information and signposting to appropriate services, and helping people access the support that best meets their needs.

You'll need strong organisational and administrative skills to maintain accurate records, alongside the confidence to work independently, manage your own workload and travel across Lancashire to deliver activities within local communities.



Above all, we want someone who believes in our vision of a Lancashire where everyone has the opportunity to have the best mental health and wellbeing possible.

Job description

Job title: Community Projects Coordinator

Hours: 14 hours / 2 days per week

Contract: 6 months fixed term

Salary: £25,850 per annum (FTE), £10,340 per annum pro rata.

Responsible to: Community Engagement Lead

Location: Based from our office in Leyland. You will have a mixture of home and office working with delivery.

Overview

Under the direction of the Community Engagement Lead, and working closely with colleagues, the Community Project Coordinator will deliver mental health and wellbeing support to South Asian and other racialised communities across Lancashire through the Connecting Communities project, funded by The National Lottery Community Fund.

The role is primarily focused on the delivery of one-to-one support, community workshops, group sessions and awareness training in a variety of community settings. The postholder will work independently to deliver a programme of activities, building positive relationships with community members and partner organisations while representing Lancashire Mind professionally.

Project coordination, scheduling and the organisation of community sessions will be supported by other members of the Community Engagement Team, allowing the postholder to focus on high-quality delivery and engagement. The majority of working time will be spent delivering activities within communities across Lancashire.

Main duties and responsibilities

- Deliver engaging mental health and wellbeing workshops, presentations, community activities and one-to-one support to South Asian and other racialised communities across Lancashire.
- Build positive, trusted relationships with community members, adapting your approach to meet the needs of different audiences and overcome barriers to engagement.
- Deliver awareness sessions and presentations to community groups, partner organisations and professionals to promote positive mental health and wellbeing.
- Work collaboratively with the Community Engagement Team to deliver the Connecting Communities project, contributing ideas and feedback to ensure activities remain responsive to community needs.
- Build and maintain positive relationships with community organisations, partner agencies and local stakeholders to support successful delivery of the project.

- Complete accurate records, collect monitoring information and ensure all required administrative processes are completed in a timely manner to demonstrate project impact and meet funding requirements.
- Provide information, advice, signposting and onward referrals to appropriate services, ensuring people receive the support that best meets their needs.
- Work independently to deliver activities across a range of community settings, managing your own workload whilst maintaining regular communication with colleagues.
- Understand and follow Lancashire Mind's policies and procedures, including safeguarding, equality, diversity and inclusion, health and safety, and information governance.
- Attend team meetings, supervision, training and other internal or external meetings as required.
- Work flexibly, including occasional evenings and weekends where required. Lancashire Mind operates a Time Off in Lieu (TOIL) policy for additional hours worked.
- Travel across Lancashire to deliver activities within local communities (travel expenses reimbursed, excluding normal commuting costs).
- Undertake any other duties reasonably required by the Community Engagement Lead or Senior Manager.

Please note: Lancashire Mind follows Safer Recruitment practices and have a commitment to safeguarding people who use our services. Therefore, this role is subject to an enhanced Disclosure and Barring Service (DBS) check so all applicants must be willing to undergo the check. If invited to interview, we will ask you to provide evidence of your qualifications and right to work in the UK.



Person specification

We only consider inviting to interview people who show that they possess the required experience, skills and personal attributes, as outlined in the table below. **When completing your application form, please use examples from your professional and personal life to illustrate how you fulfil all the criteria to be assessed at application stage.**

Lancashire Mind is committed to fighting racism and other forms of oppression. We want to be a great employer for all our staff, regardless of their background or characteristics. We recognise that not everyone is the same and that different people will require different support to fulfil their potential. We want to ensure Lancashire becomes a place of greater equity and inclusion. One thing we can do to work towards that goal is to ensure that our staff team is representative of the diverse communities across Lancashire, and particularly those communities we know face mental health inequalities. We particularly encourage applications from those communities and from anyone with experience of living with a mental health condition.

	Criteria	Assessed at application (A) or interview (I)
Qualifications and/or work experience	1. Experience of delivering community-based projects, workshops, groups or training, preferably within the voluntary, community or health sector.	A
Knowledge and experience	2. Experience of engaging and building positive relationships with the South Asian community and an understanding of the barriers they face to accessing mental health support.	A & I
	3. Experience of planning and delivering community workshops, presentations or group activities, with the confidence to engage a range of audiences.	A & I
	4. Experience of working collaboratively with community organisations, volunteers or partner agencies to deliver community activities.	I
	5. Knowledge and understanding of professional boundaries, lone working, confidentiality, and data protection policies and procedures	A
	6. Ability to speak one or more South Asian community languages (e.g. Urdu).	Desirable
Skills, abilities and competencies	1. Excellent numeracy, literacy and report writing skills with the ability to maintain accurate records.	A
	2. Excellent office IT skills (Microsoft Office 365, including Excel), with the ability to use video conferencing platforms and learn new software packages.	A

	3. Confidence and ability to deliver engaging presentations, workshops and group discussions to diverse audiences.	I
	4. Takes responsibility for their work, is reliable, and demonstrates professionalism when working independently.	I
	5. Ability to manage your own workload, work independently, and remain organised whilst delivering activities across different community settings.	I
	6. Confidence to work independently, use initiative, and adapt your approach to meet the needs of different individuals, groups and community settings.	I
Personal attributes	1. Resilient, compassionate and committed to promoting positive mental health and wellbeing for all.	A
	2. A demonstrable commitment to equality, diversity and inclusion, with an understanding of the importance of culturally responsive practice.	I
	3. Confident, approachable and enthusiastic, with the ability to build trust and positive relationships quickly.	I



To apply

If you would like to discuss the job before applying, contact Tara Horner, Head of Housing and Community Projects, tarahorner@lancashiremind.org.uk

The deadline for applications is 9am on 1st September 2026.

Applications must be submitted using the online Lancashire Mind job application form, which can be found on the job posting's page on our career site: [Welcome to our career site - Lancashire Mind](#). Once submitted, you will receive an automated email thanking you for your application. If you do not receive this, please contact recruitment@lancashiremind.org.uk.

If you have any issues with the career site, please email recruitment@lancashiremind.org.uk.

Please email any queries regarding the job posting to recruitment@lancashiremind.org.uk. Please do not attach your CV, as we do not accept CVs in line with our Safer Recruitment Policy.

Late applications will not be accepted. Those who do not adequately demonstrate how they fulfil the criteria required at application stage, will not be considered for shortlisting.

Interviews for this post are scheduled to take place on Wednesday 9th September, so please keep this date free as alternatives can't be offered. Interviews will be held in-person at our office in Leyland.

The organisation regrets that it cannot provide feedback to unsuccessful applicants at the shortlisting stage.

If you have any questions about the application process or require support with the process, please contact our Operations Team on 01257 231660 or via recruitment@lancashiremind.org.uk.

What to expect at interview

Shortlisted applicants will be invited to attend an interview, which will usually take place at the Lancashire Mind office in Leyland. Occasionally, they are held at other venues in Lancashire or virtually via Microsoft Teams. Details of the venue and times will be included within the email invite. You can expect the following if you are attending an interview:

- All interviews include a task and set of questions asked by a panel of three people.
- Some interviews include a presentation, which will need to be prepared in advance of the interview. Where a presentation is required, we provide a minimum of 5 days' notice to allow time for preparation. We recommend applicants pencil time into their diary for preparing a presentation, in the event they are shortlisted.
- The interview task is used to test IT skills and the ability to complete a task related to the role being applied for. 30 minutes is allowed for the task, which usually takes place before the panel. There's no need to do any preparation for the task.
- We allow 30 minutes for candidates to read the panel questions and make notes, which can be referred to during the interview.
- The panel interview will usually consist of between 6 and 8 questions and takes around 30 to 45 minutes.
- We aim to support people to feel as comfortable as possible at interview and are happy for you to ask for clarification on any of the questions asked by the panel, as well as taking a few moments to think about a question before answering.
- Once the panel have asked their questions, candidates can ask questions about the job and/or Lancashire Mind.

We can adapt the interview process for individuals where required. There is space on the job application form to request reasonable adjustments.

Lancashire Mind

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