

Plawsworth and Kimblesworth Community Centre and Recreation Ground



Your Community, Your Community Centre, Your Community Association

Job Description – Wellbeing Coordinator

Salary: £15 per hour, ie. £12,480 per annum

Hours: 16 hours per week

Purpose of the Post

The purpose of this post is to set up and run the Nettlesworth Wellbeing Project, including recruiting, training and supporting Wellbeing Champions (volunteers); setting up and running new groups at the Centre, including the Wellbeing Café. The Wellbeing Coordinator will also develop links with partner agencies and promote their services to local people

Accountability: The Wellbeing Coordinator will be accountable to the Centre Manager

Base: Plawsworth and Kimblesworth Community Centre (known as Nettlesworth Community Centre), Front Street, Nettlesworth, DH2 3PN

Main Duties and Responsibilities

- To manage Nettlesworth Wellbeing Project
- To develop a volunteering suite of policies and documents for the Community Centre
- To recruit, train, coordinate and support Wellbeing Champions to volunteer at the Community Centre
- To develop, launch and run the requested Wellbeing Café for local people
- To work in partnership with a wide range of organisations, including offering space at the Community Centre to visit our groups and run advice and awareness sessions
- To promote internal and external groups and services with local people
- To coordinate and publicise external and internal training opportunities for volunteers and local people
- To develop and run new groups for local people
- To support the development of new groups run by partner agencies, including set up, delivery and monitoring
- To monitor and evaluate the project with Centre users and capture data and stories in line with funding and reporting requirements
- To comply with the Community Centre's policies and procedures
- Any other duties which may reasonably be required by Nettlesworth Community Centre or your line manager.

A: Front Street, Nettlesworth, Chester-le-Street, County Durham, DH2 3PN ♦ T: 07757 238257

Registered Charity Number: 1174075

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- To ensure that all duties are carried out with regard to the Health and Safety at Work Act 1974.

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June 2026