

# We're Hiring!

## Could you be our new Programme Coordinator?

Bedminster Works is recruiting a Programme Coordinator to help deliver our programme to unlock buildings and spaces for productive community and socially impactful use in Bedminster.

Bedminster Works is a small CIC that helps local independent businesses, community groups and socially trading organisations access long-term, secure and affordable premises. We do this by identifying, securing and stewarding buildings for community use, and by building the community infrastructure that helps organisations thrive over the long term.

We bridge the gap that exists between those who have space and those that need space. Bedminster Works has one foot in the world of property and development, and the other in the communities of Bedminster, and we want to encourage and enable more collaboration for the benefit of all. Our work strengthens Bedminster's civic life, sense of place and local economy.

We're one of five pilot projects around the UK, supported by Platform Places and funded by the National Lottery Communities Fund. Our initial mission has been set - to deliver three new community buildings for Bedminster.

The Programme Coordinator will help keep the overall programme moving by organising work and supporting all workstreams; coordinating local engagement, communication and processes; and enabling the Programme Lead to operate effectively.

If you enjoy bringing order to complex work, supporting relationships, developing social impact and keeping projects on track, this role will suit you well.

### **About the role**

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Working closely with the Programme Lead, you will coordinate and deliver activity across multiple workstreams, ensuring momentum is maintained as projects move from concept into

practical action. You will have responsibility for maintaining strong relationships with community partners and stakeholders, coordinating and delivering engagement activity and events, and helping translate strategy into delivery.

This is an exciting opportunity to work at the intersection of property, community engagement and community infrastructure. You will be closely involved in progressing buildings, partnerships and public-facing activity that have tangible impact on place, people and long-term community ownership. This is a hands-on, outward-facing role for someone who thrives in complex, values-driven projects, well suited to someone motivated by social purpose, collaboration and delivery.

Programme, project and engagement responsibilities:

- Drive programme momentum by supporting the Programme Lead with delivery planning and timeline management
- Act as the central point of contact for internal team members, consultants, partners, and others - ensuring seamless communication
- Oversee the effective running of quarterly Community Panel meetings; ad hoc public engagement events and activities; and Local Property Partnership events
- Coordinate outreach to local community groups, socially trading organisations, and networks to build a robust local ecosystem
- Carry out research and analysis for feasibility studies, business plans, presentations and reports, and deliver high quality outputs
- Coordinate content planning and publishing
- Manage the digital presence, including a regular newsletter, website updates, and social media channels
- Capture and organise insights, monitoring data and social impact information to demonstrate the programme's value

## Who we're looking for?

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We are looking for someone with curiosity, strong organisation and communication skills with a genuine motivation to be involved in practical social and community impact. You'll enjoy bringing structure to complex projects, working with a wide range of people, and helping ideas move from intention to action.

You may come from community development, early career place-based work, operations, creative industries, customer facing roles, social enterprise or something entirely different. What matters most is your ability to take initiative, build relationships, and bring energy and care to work that is rooted in people, place and long-term community benefit.

## We think you'd succeed if you:

- Are interested in local place, social infrastructure and community use of buildings and spaces
- Are motivated by practical social improvements and community benefit
- Enjoy coordinating people and processes
- Have clear and confident communication style
- Enjoy community-facing communication and engagement
- Can hold both the big picture and the day-to-day tasks in hand
- Feel comfortable with shifting tasks and priorities
- Are organised and methodical
- Enjoy being part of a small, collaborative team

### **Essential skills and experience**

- Experience in coordination, project or programme support
- Excellent organisational skills and familiarity with Google Suite, Wordpress, Mailchimp and similar digital tools
- Experience of coordinating projects and multiple and changing priorities
- Excellent written and verbal communication skills.
- Demonstrable ability to build relationships with a range of stakeholders
- Experience delivering or supporting events
- Knowledge of, and established presence in Bristol's community / socially trading sectors

### **Desirable skills and experience**

- Strong interest in community-led development, social infrastructure or place-based work
- Experience of facilitation and events management
- Experience supporting monitoring or evaluation processes
- Experience working with start ups/small businesses, social enterprises, community groups, charities or creatives
- Knowledge of, and established presence in Bedminster's community

### **The terms of the role**

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**Job title:** Programme Coordinator

**Contract:** Fixed-term to October 2027

**Hours:** 3-5 days per week

**Salary:** £30,000 to £35,000 FTE, pro rata

**Line management:** Programme Lead

**Place of work:** Hybrid (sites in Bedminster, partner offices, and home working)

## **What can you expect from working with us?**

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- The chance to help shape a growing organisation and impact the community in Bedminster
- Opportunities for learning, training and development
- Supportive line management and a collaborative team environment
- Flexible working where possible

## **How to apply**

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To apply, please complete the application form on our website.

**Deadline for applications: Midnight on Wednesday 4th February 2026**

Interviews: Week commencing 9th February 2026

If you have any questions, need this document in a different format, or would like to arrange a conversation ahead of your application then please contact [hello@bedminsterworks.co.uk](mailto:hello@bedminsterworks.co.uk).