

Job title:	Community Cohesion Team Leader	Department:	Community
Position reports to:	Head of Community	Position is responsible for:	<ul style="list-style-type: none"> • Volunteering Co-ordinator • DHI volunteering co-ordinator • Dementia co-ordinator • Gypsy, Roma and Traveller community development

Location:

Patchway will be your office base but travel may be required across South Gloucestershire, occasional home working permitted.

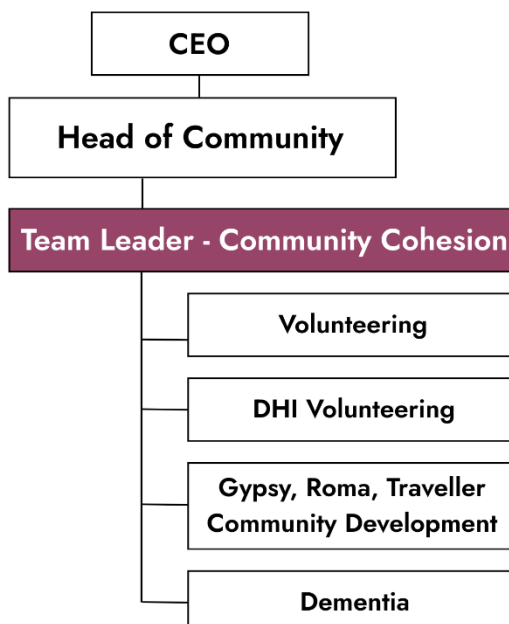
Main purpose of job:

Team leader roles are a mixture of management responsibility as well as direct delivery. This post is responsible for the management of individuals and contracts including:

- 3 volunteering contracts to support volunteering in South Gloucestershire including support DHI peers into volunteering post recovery.
- Dementia co-ordinator supporting Dementia Friendly South Gloucestershire, lived experience groups, increase in memory cafes and dementia friendly spaces through training and awareness raising.
- Gypsy, Roma, Traveller community support including literacy, health inclusion and community development.

Additionally, the Community Cohesion team leader will support community cohesion activity across South Gloucestershire including:

- Ensure that communities and agencies have the skills, knowledge, confidence and resilience to be able to challenge hatred, prejudice and discrimination, including encouraging take up of Prevent and other relevant training, tension monitoring and crisis communications management.
- Continue to have communities that welcome people, are friendly and where people feel safe and secure, with relationships based on trust and respect.
- Continue to build strong connections and relationships within and between communities.
- Support communities to create opportunities for people from different cultures, age groups and experience to get together over the issues that matter to them.
- Understand issue affecting excluded individuals and communities across South Gloucestershire through both quantitative and qualitative data and support empowered system change giving voice to those with lived experience.
- Manage the South Gloucestershire Community Cohesion Action Group to support this work.

Position in Organisational Structure:

**Length of contract: Part-time,
permanent
21 hours per week**

Salary: £15.39 per hour
£16,851 pa
£29,690 full time equivalent

Tasks and duties**Manager**

- Manage cohesion, volunteering and civic engagement direct reports including recruitment, induction, supervision, development and performance management.
- Manage contracts for volunteering (3), Dementia co-ordinator, Gypsy, Roma and Traveller community development including reporting, contract management, relationship with commissioners/funders and seeking ongoing funding.
- Work with the Head of Community on developing the team including coaching, training, reviewing reporting and feedback and learning from best practice.

Community cohesion lead

- Manage the Community Cohesion Action Group including quarterly meetings and task and finish groups in between, maintaining crisis communications plan, and liaising with relevant teams in South Gloucestershire Council.
- Understand community cohesion issues across South Gloucestershire through tension monitoring, internal information sharing (especially within Community team), hearing from partner organisations, Southern Brooks community survey, South Gloucestershire Council (SGC) viewpoint survey, data and information on inequalities such as SGC equalities information and attending South Gloucestershire Equalities Voice group.
- Partnership and relationship with groups representing communities of identity including but not limited to SGREN, Multi-faith forum, Diversity Trust, AgeUK, Avon Indian Association, Carers Forum, WECIL, Second Step.
- Supporting understanding and awareness of inequality both within and beyond Southern Brooks including but not limited to:
 - Seeking funding for EDI training including unconscious bias, privilege, Bystander training.
 - Good practice guides on supporting welcoming and inclusive spaces, and safe space conversations.
 - Opportunities for people of different cultures to connect.
 - Understanding, sharing and signposting support for those that feel excluded.

General

- Positively promote Southern Brooks externally.
- Follow policies and procedures including but not limited to Equal opportunities, GDPR, Safeguarding, Health and Safety, employment policies, risk management and encourage and support others to do the same.
- Build relationships with key partners and look for opportunities to collaborate and support VCSE in South Glos.
- Support activities that meet the mission and goals of the organisation working closely with the Head of Community to improve the service, acting on feedback.
- Attend training, team meetings, Extended Leadership Team meetings, and external events as required.
- Undertake other duties that may from time to time be reasonably required eg. Partner community events, assist with fundraising.

Last updated: December 2025

Date of next review: December 2026