

## **Job Description:**

**Position:** Socialease outreach coordinator  
**Location:** Lancaster District  
**Contract:** Freelance – (Temporary between November 2025- April 2026)

**Hours:** Part Time (15hrs per week)  
**Fee:** £18 per hour  
**Reports to:** SAFE CEO

## **Overview**

Supportive Approachable Friendly Environment (SAFE) is a local charity supporting young people and adults who are experiencing mental health challenges and other life difficulties. We provide group-based support through our Prop Up Project and Socialease initiatives. Our work serves communities across Lancaster, Morecambe, and surrounding areas.

The Socialease Outreach Coordinator is a new and exciting freelance role within SAFE's Socialease provision. The role aims to support adults experiencing social isolation within the Westgate, Poulton, and Heysham Central areas of Morecambe.

This position forms part of a pilot project made possible through successful grant funding. The project will run from November 2025 to April 2026, and therefore, this is a temporary freelance role reporting directly to the SAFE Chief Executive Officer (CEO).

## **Key Responsibilities**

### **Engage with local residents:**

- Build relationships with local residents through both one-to-one and group interactions.
- Encourage participation in Socialease activities and connect individuals with Socialease volunteers for ongoing support.

### **Increase awareness of Socialease:**

- Promote Socialease through various channels, including leaflets, community events, meetings, and direct engagement with residents.
- Strengthen links with local organisations, services, and community groups to increase visibility and collaboration.

### **Work with Socialease volunteers:**

- Support and coordinate Socialease volunteers, organising appropriate training and offering ongoing guidance to support them in their role.
- Match volunteers with new referrals to promote successful engagement.
- Recruit new volunteers to support the delivery of Socialease activities.

### **Oversee sessions delivery:**

- Ensure that all sessions are delivered effectively, maintaining a welcoming and inclusive environment for participants.

### **Collect data & evaluate the project:**

- Work alongside the SAFE CEO to collect feedback and measure the impact of the program.
- Ensure all data and evaluation methods are accurate, up to date and completed.
- Attend regular progress meetings and maintain open communication with the SAFE CEO.

### **Follow SAFE Safeguarding and Safety Policies:**

- Complete required induction and ongoing safeguarding and safety training prior to and during the program.
  - Adhere to all SAFE safeguarding and safety policies, reporting any concerns in accordance with procedures.
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## **Qualifications and Skills**

### **Essential:**

- Experience working within a community setting and engaging with local residents.
- Experience working alongside volunteers.
- Good understanding of mental health challenges faced by residents in the Morecambe area, and strategies for achieving positive outcomes.
- Knowledge and practical experience of safeguarding procedures for adults at risk.
- Excellent communication skills, both verbal and written, with the ability to engage sensitively and effectively.
- Ability to work independently and collaboratively as part of a team.
- Strong organisational and time management skills.
- Reliability, punctuality, and a flexible approach to work.
- Willingness to undergo an enhanced **DBS check**.
- Commitment to attend all relevant training as required.

- **Desirable:**
    - Experience of working using a Trauma information approach within the community setting.
    - Experience of collecting feedback and evaluating projects.
    - Previous experience working in mental health support roles.
    - Experience of working with people with a variety of learning and complex needs.
    - Experience of coordinating and/ or recruiting volunteers.
    - Knowledge & understanding of community support available & voluntary organisations working within the district.
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### **Additional Information**

- This is a freelance position
  - Applicants must have availability to work during SAFE core hours (Monday- Friday 9-5pm.)
  - Successful candidates will be required to provide two references.
  - A successful DBS check is required to undertake this role. SAFE will ensure that anyone subject to a barring order does not undertake any work with the barred group (children and/or adults). All employees, volunteers, and partners are expected to share our commitment to safeguarding processes.
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### **Application**

To apply, please contact [propupproject@gmail.com](mailto:propupproject@gmail.com) with your CV and a covering letter explaining your relevant experience and your interest in the role.

Closing Date is **Friday 25<sup>th</sup> October 2025 5pm.**

Interviews: **Week Commencing 27<sup>th</sup> October 2025**

The Successful Candidate must be available to start from: **17th November 2025**