



**THE  
RENEWAL  
TRUST**  
Helping communities grow

## Recruitment Pack

## Hello from The Renewal Trust

Thank you for your interest in joining our creative, kind and passionate team.

We are a Nottingham based charity working together to share knowledge, expertise, and build relationships with communities in St Ann's, Sneinton, in Nottingham City and beyond. Below are our vision, mission and values which we hope gives you an insight into the way we work together to do the things we do.

### Vision

We nurture happier, healthier and more connected local communities, by working together sharing our knowledge, expertise, and relationships.

### Mission

By working closely with communities in St Ann's and Sneinton we develop meaningful relationships and partnerships. We co-create an environment for communities where they can make things happen.

We explore opportunities and unlock potential through wellbeing, places and spaces, community activities and grants and essential support. We actively celebrate local communities through storytelling and showcasing. Striving to be inclusive and accessible we use clear communication so all feel welcomed and can take an active part.

We created Hungerhill Trading Ltd as our trading subsidiary to help fund our charitable activities.

### Our Values

- Be kind
- Be inclusive
- Be curious
- Be determined
- Be creative

You can find out more about what we do on our [website - renewaltrust.co.uk](http://renewaltrust.co.uk) - and on our social media – [Facebook](#) – [Instagram](#) - [LinkedIn](#)

### Last year in numbers

- Number of people engaged – **8,007**
- Number of events - **258**
- Provided **13** community grants to local organisations and groups
- Facilitated **3** networks with **136** members
- **100+** partnerships with organisations

We're really proud of what we've already achieved and how we've achieved it. We are a great place to work and have an exciting future ahead of us. Would you like to be a part of it too?

Here's what some of the people we work with think

"The couple of hours every Wednesday at Cherry Lodge makes a delightful change in my weekly routine, which I look forward to every week.

I am full of admiration and gratitude for the enthusiasm and care of Nic and his team. It's a really lovely experience to feel that for two hours each week I and the other beneficiaries of The Renewal Trust's services don't actually have to do anything other than chat, drink tea or coffee, munch biscuits and enjoy having our dinner prepared for us, and eat it"

"I value the work of Renewal Trust very highly as a partner – the cohesion work in the area is second to none in terms of bringing together partners and promoting community activity. The Renewal Trust does a fantastic job of serving the people in the area, creating opportunities for people to learn new skills, meet others in the community and reduce isolation as well as meeting practical needs, and I hope that we will be able to continue to work with you to support residents in your area"

## The Renewal Trust teams

**Core team** – Our core team work hard to ensure the organisation runs smoothly efficiently. This Team consists of:

- CEO
- Finance Manager
- Communications and Governance Coordinator
- Administration and HR Support Officer

**Communities team** - Our community team put together / work on our local activities, events, networks and community group support. This team consists of:

- Community Lead
- Community Activity Coordinators
- Community Sessional Workers
- Community Volunteers

**Property team** – Our property team manage, maintain and clean our properties; this includes two business centres which offer office space to rent The Property team consists of:

- Property and Contracts Manager
- Cleaner

## Role information

### Job Description

**Job title:** Community Partnership Coordinator

**Hours:** 37 hours per week over 5 days - fixed term contract for six months

This role may involve occasional evening and weekend working.

**Team:** Community

**Location:** This role will be based at Cherry Lodge, King Edward Park, Carlton Road NG3 2AS.

Whilst we do allow some hybrid working, an onsite presence is also important for our community focused organisation.

**Salary:** £30,000 per annum

### Main purpose of role

To provide support to the CEO and Community Lead in strengthening The Renewal Trust's presence, relationships, and impact within the local community, building meaningful connections and relationships understanding community needs and encouraging participation in the charity's activities.

### Principal accountabilities

- To proactively build strong relationships with key partners and stakeholders across key programmes including Dales Doing It Together, Pride in Place, Place Partnership and Feel Good Live Well and Feel Good Gold.
- To work with the Community Lead to develop the Community Panel for the Renewal Trust, ensuring users voice shapes the design, delivery and evaluation of Renewal Trust programmes.
- Work with all staff to positively promote the communities of St Anns and Sneinton through different channels.
- Co-design and deliver an Influence Strategy with CEO and Community Lead; update annually and use it to prioritise stakeholder engagement.
- Listen to community members and participants to understand local priorities and identify opportunities for new partnerships that support the Trusts strategic objectives.
- Provide regular reports, updates and presentations to the Renewal Trust Board of Trustee's and others as required.
- To advocate and be an ambassador for The Renewal Trust and the communities of St Anns and Sneinton at all times
- Any other duties required or deemed appropriate by the CEO.

### **Other responsibilities**

Act as an ambassador for The Renewal Trust at all times, actively promoting its values, aims and services within the local community, especially with regards to equal opportunities and safeguarding adults, young people and children.

Adhere to all company policies, as relevant to the role, and attend meetings and training as directed by your line manager in order to keep your knowledge and skills current to your role.

An appropriate duty of care will be actively demonstrated by the job holder with regards to the security of cash, keys and company assets (property and equipment).

## Person Specification

<b>Job title</b>	Community Partnership Coordinator	<b>Vacant from</b>	April 2026
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<b>Personal attributes and values</b>	
Creative	Self-confident
Self-motivated	Kind
Flexible	Inclusive
Trustworthy	Curious
Takes initiative	Determined
<b>Essential</b>	<b>Desirable</b>
<b>Skills required</b>	
Ability to positive engage local people and organisations	Driver/own transport
Excellent communication skills, both verbal and written	
Ability to work with a variety of different groups and partners	
Ability to work independently and as part of a team as required	
<b>Knowledge base</b>	
Safeguarding knowledge	
The role of the community sector alongside public sector	
<b>Qualifications / vocational training</b>	
	Community Development qualification
<b>Experience</b>	
Facilitating multi agency meetings and discussions	Supporting or managing volunteers
Experience working with underrepresented or vulnerable communities	Understanding of safeguarding principles and best practice

## Why join us?

We are a dedicated small team who are supportive of each other in our mission to support our local communities. So, if you are looking for a new challenge, a role where two days are never the same, but where you can make a genuine difference to someone's life this may be the opportunity for you.

### We also offer

**Pension Scheme** – all staff are enrolled into the People's Pension scheme, (with the choice to opt out if you wish).

**Real Living Wage employer** – We are proud to be a Real Living Wage Employer

**Holidays** – We offer 6.4 weeks of holidays (FTE) including all bank holidays.

**Flexi** – We operate on flexi time to provide some flexibility to your working day.

**Learning and Development** – We are keen to develop and provide opportunities for our staff to explore new ways of working. All staff will receive regular training in things like GDPR, Equality and Diversity and First Aid as well as any training specific to the role.

**Health and Wellbeing** – The health and wellbeing of our staff is a priority to us and as such we are committed to having an in house Mental Health First Aider and a supportive Wellbeing Policy.

**Hybrid Working** – If the role is suitable for hybrid working.

## Applications

If you would like to apply for this role please send your CV and covering letter to [recruitment@renewaltrust.org.uk](mailto:recruitment@renewaltrust.org.uk), alternatively you can post it to the address below.

The closing date for this role is Wednesday 15 April.

Your cover letter, and how this relates to the person specification, will be used during our shortlisting process and will help us determine if we would like to invite you for an interview.

We are committed to creating a diverse and inclusive workplace and strongly encourage applicants from all backgrounds to apply and join us, we especially welcome applications from local people.

The anticipated interview date will be week commencing 27 April.

The successful candidate will receive an offer shortly after the interview date. Any offer of employment will be subject to two satisfactory references and a Disclosure and Barring Service check (if the role requires it).

We will also request to see documentation that you are eligible to work in the UK.

If you require further information about this role or The Renewal Trust, please contact us using the contact details below.

### How to contact us

Phone: 0115 911 2226

Email: [recruitment@renewaltrust.org.uk](mailto:recruitment@renewaltrust.org.uk)

Address: The Renewal Trust, 27-31 Carlton Road, Nottingham, NG3 2DG