

About us...



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, **based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.**

Essential Information – what you need to know

Job purpose:

- Responsible for managing the delivery of the community engagement plan across the trading area to drive local impact.
- Plays a crucial role in advancing the Society's Purpose of 'making life better in our communities' through effective leadership and community involvement.

Your hours:

- 37.5 hours per week (FTE).
- Occasional weekend/evening work will be needed.

You'll report to:

- Community Engagement Manager

You're responsible for:

- Community Co-ordinator

Your relationships:

- Internal teams including Community, Membership, Marketing, Design, Communications, Support Centre, and local operations across Food, Pharmacy, Travel, Post Offices, and Funerals.
- External contacts including local community groups, charities, and public sector partners.

What you'll bring to us:

- Previous experience in community engagement or development roles is essential, including event planning and people management.
- Demonstrated ability to influence, inspire, and lead others effectively.
- Flexible and adaptable approach to working hours, with willingness to work some evenings and weekends to meet community needs.
- Proven ability to work independently, prioritise tasks, and manage time effectively.
- Confident user of IT systems and social media platforms.
- Excellent communication skills with the ability to listen actively and engage effectively with diverse audiences.

Key role responsibilities:

- A full UK driving licence and access to a vehicle for business use.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to *my team and the Society's* ongoing success in this role *by...*

Your duties and responsibilities:	<ul style="list-style-type: none">- Supporting the manager with developing community strategy and plans.- Inspiring and leading a small team of Community Co-ordinators and Administrators.- Planning and delivering key projects such as: Community Champions, Wellbeing Walks, Community Cuppas, Food Poverty activities, Libraries and Sponsorships.- Supporting Co-ordinators and work with all business areas, to enable them to make an impact in their communities such as Great to Donate (foodbanks, toy appeals, toiletries collection), store donations and colleague volunteering.- Supporting the delivery of key business drivers such as new branches and larger refits, to ensure they are landed well within the community.- Ensuring the team delivers a programme of activities and community engagement in a professional, safe environment.- Encouraging community conversations, contribute ideas and access local knowledge to explore community or wider society issues; feedback into the business to help explore solutions to changing community needs.- Supporting the manager in measuring and reporting impacts of Community Engagement Activities.- Representing Lincolnshire Co-op at networking events and gather local community intelligence from Co-ordinators, partners and charities.- Working with the Communications and Marketing teams to integrate community messages to build the profile of Lincolnshire Co-op's Purpose, internally and externally, and celebrate successes.
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Financial responsibility:	<ul style="list-style-type: none">- Managing cost centre budget and monitoring KPIs
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Together we THRIVE...

- Trustworthy – we do what we say we'll do and trust others to deliver to the best of their ability
- Helpful - we support and challenge each other collaboratively, no matter the role or level.
- Respectful - we listen to other views and opinions with consideration and celebrate differences.
- Inspiring - we role model what good looks like and lead by example to be better.
- Valued - we recognise achievements and appreciate everyone's contributions.
- Empowered - we listen and encourage each other to take opportunities.

Your Approach – how you will contribute to *your team and the Society's ongoing success in this role.*

I will be trustworthy by:

- Acting with integrity when representing Lincolnshire Co-op at networking events.
- Maintaining records to measure and report the impact of community activities.
- Ensuring all projects and events are delivered safely and professionally.
- Building trust by following through on commitments to all stakeholders

I will be helpful by:

- Supporting the manager in developing effective community strategies and plans.
- Assisting business areas to deliver impactful community initiatives.
- Providing guidance and resources to ensure successful delivery of key projects.
- Sharing knowledge and solutions to help address evolving community needs.

I will be respectful by:

- Valuing the contributions of Co-ordinators, partners, and volunteers in all activities.
- Building professional relationships with stakeholders across the organisation.
- Listening to community feedback to shape plans and activities inclusively.
- Recognising diverse perspectives when exploring issues and opportunities.

I will inspire others by:

- Leading and motivating a small team of Co-ordinators and Administrators.
- Encouraging innovative ideas that enhance community engagement and impact.
- Championing high-profile projects that inspire local participation and pride.
- Promoting Lincolnshire Co-op's Purpose through community messages and stories.

I will value people by:

- Celebrating successes internally and externally to highlight community impact.
- Recognising outstanding contributions from colleagues, partners, and local groups.
- Demonstrating value through measurable results from engagement activities.
- Showcasing the role of community programmes in supporting business purpose.

I will empower others by:

- Taking ownership of planning and delivering community events and programmes.
- Using local knowledge and insights to shape relevant and timely activities.
- Making informed decisions that align with community and business priorities.
- Proactively addressing challenges to maintain high-quality delivery standards.