



Interim Steering Group Coordinator

Salary: £18 per hour
Hours: 4 hours/week – can be worked flexibly
Responsible for: Steering Group Chairs
Contract: Fixed Term – to end of March with possibility of extension

About our Steering Groups

We aim to be an organisation led by the wants and needs of our guests, their lived experience, and their feedback. We want to create opportunities to develop community leaders who can drive co-production, developing programmes with more impact and effectiveness to strengthen our community and help us fight poverty. We have built community-led steering groups across five main programmes with community members, guests, volunteers, and partners. Our Community Chairs set agendas and lead sessions, supporting Sufra to plan and develop programme actions and organisational strategy.

Purpose for the Role

The Steering Group Coordinator will oversee the effective coordination of Sufra's Steering Groups, ensuring members/chairs are engaged and taking ownership, meetings are well organised, agreed actions are progressed, and community voices inform service development, organisational planning and influencing work. The current steering groups in operation include:

- The Foodbank Steering Group
- The Community Wellbeing Service Steering Group
- Community Kitchen Steering Group
- Garden Steering Group
- Advice Steering Group
- Advocacy/Campaigning Steering Group

The post holder will work closely with service leads and steering group chairs to ensure that meetings are productive and lead to meaningful, community-led change. We are at an exciting point in the steering group journey. Following a considerable period of formation and development, many of the groups now have a chair and a consistent panel of members. We

are therefore keen to see a further shift in power, with chairs taking on greater responsibility for the ownership and direction of their groups.

We are also keen to strengthen the relationship between the steering groups and our Board of Trustees, creating a more direct link between our governance structures and members of our community. This will help ensure that our programmes remain rooted in the needs, experiences and priorities of the communities we serve.

We're looking for either an existing staff member or a consultant to dedicate half a day (4 hours) of work each week to this workstream.

Employment status

- The role can be filled by either an existing employee or a consultant. Part-time or full-time staff can apply. If you currently work 40 hours per week, your contract would be adjusted up to 44 hours per week meaning a longer workday.
- This role is offered on a fixed-term basis running up to 31/3/2027, subject to long-term funding being secured for an expanded longer-term role.

Working hours

- The role is equivalent to 4 hours per week / 0.5 days per week.
- Working hours will be flexible, with some evening and occasional weekend work required to attend Steering Group meetings, community sessions, and external events.

Salary

- £18 per hour for a salaried position or self-employed consultant
- Salary/fee is paid monthly in arrears and subject to statutory deductions.

Flexibility

- The role requires flexibility to respond to the needs of community engagement work. Hours will be agreed in advance with the line manager, with flexibility to adjust during peak engagement periods (e.g. consultations, assemblies, campaigns).

Review

- Hours and resourcing requirements will be reviewed periodically to ensure they remain sufficient to support effective Steering Group coordination.

Key Responsibilities

- Coordinate Steering Group meetings (approx. 90 minutes, once per quarter for each group) including meeting logistics, data recording and ensuring agendas/meeting minutes are shared.
- Take overall ownership of coordinating and supporting implementation of actions agreed by Steering Groups, following up with staff, Chairs and members to support delivery.
- Support and coach Steering Group Chairs to prepare agendas, facilitate productive meetings and ensure discussions focus on service improvements and developments.

- Maintain regular communication with Steering Group members, meeting regularly in person to develop effective relationships, and linking members up with mentoring/training opportunities where possible
- Coordinate opportunities for Steering Groups and their members to contribute to organisational action plans, and service developments
- Organise listening circles with steering group members/volunteers/guests and coordinate community input into the Citizens UK Delegates Assembly.
- In liaison with Sufra's SLT, Citizens UK and/or advocacy working group, facilitate opportunities for Steering Group members to speak with and influence decision makers on issues relevant to them and Sufra's work, as and when such opportunities arise.
- Facilitate engagement between Steering groups, staff members and the board of trustees as needed.

Person Specification

Essential

- Experience of coordinating meetings, groups or community engagement activities from planning through to follow-up and delivery of agreed actions.
- Understanding of co-production and the importance of involving people with lived experience in the design and development of services.
- Experience of working collaboratively with colleagues, community members and external partners.
- Experience of supporting community members to develop their confidence, skills and leadership.
- Ability to work independently and use a small amount of allocated time effectively and efficiently.
- Ability to communicate confidently with staff, volunteers, community members, senior leaders, trustees and external partners.
- Strong interpersonal and relationship-building skills, with the ability to engage people from a wide range of backgrounds.
- Excellent organisation and coordination skills, with the ability to manage actions, deadlines, meeting arrangements and follow-up effectively.

Desirable

- Experience of supporting Sufra Steering Groups by attending meetings and working on co-produced projects with existing steering group members.
- Understanding of Citizens UK's work, approach to community organising and its role in supporting communities to build power and influence decision-makers.
- Experience of working within Sufra and an understanding of its programmes, community, values and approach to co-production.

How to Apply

If you are interested in taking on the Interim Steering Group Coordinator role, please submit a CV and short expression of interest outlining:

1. Why are you interested in this role?

What interests you about the Steering Group Coordinator role, and what would you hope to contribute?

2. What your vision for the Steering Groups would be if selected to post?

Given that this is a role of just **4 hours per week**, what would your priorities be? How would you use the limited time available to ensure the Steering Groups remain effective, community-led and focused on meaningful change?

3. Why are you suitable for the role?

Tell us about the skills, experience and relationships you would bring to the role. Please include any experience you have of working with Sufra's Steering Groups, or other co-production initiatives.

Please keep your expression of interest to **no more than two pages**.

Applications should be sent to gill@sufra-nwlondon.org.uk by 9.30am on Sep 1 2026.

We particularly encourage applications from people who have experience of Sufra's Steering Groups and/or have been involved in community-led work, co-production, advocacy or community organising.

Selection will be based on the experience, skills and approach outlined in the person specification.