

Job Description

Job Title	Place Coordinator (Newcastle)
Salary	£30,126 - £34,760 (Level 2) The role is 1.0 FTE until 31 st December 2026. However, the role may be extended subject to future funding.
Responsible to	Strategic Lead for Place (Level 4)
Key External Partners	Newcastle Local Authority; residents of Newcastle, Newcastle Voluntary, Community, Faith and Social Enterprise (VCFSE) organisations in identified Medium Super Output Areas (MSOAs); Northumbria Police and Crime Commissioners Office Violence Reduction Unit; Local NHS Organisations, Local Employers; Primary Care Networks; Housing Associations; Department for Work and Pensions etc.

Purpose

The Place Coordinator role will enhance and support Rise's place based work in conjunction with partners including Newcastle City Council, Health, Northumbria Police and Crime Commissioner's Violence Reduction Unit and the VCFSE sector.

Based within the community and utilising the benefit of a small network of funded locally based partners, the role holder will engage with communities and work with the VCFSE sector in Newcastle (with a particular focus on Byker, Elswick and Walker) to take a strength based, community centred approach to understanding and improving health and wellbeing outcomes.

The central focus of the role requires strong collaboration with local partners and stakeholders of Newcastle to understand the systemic barriers to physical activity. The role will focus on consulting with partners and residents and using the insight gained to influence future decision-making and system change.

The role holder will need to fully embed themselves within the community, developing a strong relationship and network with residents, statutory partners, the VCFSE sector and other stakeholders to fully understand the inequalities the communities of Newcastle face.

Key Themes & Responsibilities

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1. Establish and maintain working relationships with residents, partners and stakeholders within the local community.
2. Enhance community engagement with the support of other neighbourhood-based agencies.
3. Ensure that Rise fully understands the need(s) of residents and that the community are involved in the co-design of consultation approaches.
4. Working with the VCFSE sector, engage inactive residents in Newcastle who are currently facing the highest level of health and social inequalities, to:
 - apply varied and creative methods to strengthen community groups and increase connection across the physical activity ecosystem; and
 - plan, attend and coordinate meetings and consultation events that further the aims of the programme.
5. Working with Rise's Research and Insight function, produce reports to highlight the impact of the work undertaken, results achieved, and lessons learned.
6. Regularly feedback data, insight and learning to the place partnership working group.
7. Undertake self-reflection to assimilate feedback and evaluate own performance.
8. Contribute to an inclusive working environment where diversity is valued and each team member can contribute to, promote and uphold equality, diversity and inclusion through everyday actions.
9. Attend training and development opportunities relevant to the post and/or self-development opportunities.
10. Any other duties as reasonably required, commensurate with the grade and remuneration of the post.

Number of Reports

Direct Reports: 0

Indirect Reports: 0

Practical Requirements

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The post holder must:

- Always Operate firmly within the charity's Behaviour Framework.
- Be a leading advocate for the benefits that physical activity and sport can play in developing communities and individuals.
- Ensure compliance with Rise's internal procedures and all legal requirements.

Last updated: September 2025

Date of next review: January 2027