



ST MATTHEW'S CENTRE

200 Balmore Road

Job Profile: Community Connector

Hours: Part time (14hrs hours per week)

Salary: (£24,479k pro rata), fixed term for 3 years

Location: North Glasgow

Closing date for applications: 20th July 2026

About St Matthews Centre:

The St Matthew's Centre is a community centre in the heart of Possilpark focused on enhancing the lives of the local residents and surrounding areas in the North of Glasgow. We work flexibly across two areas by providing reliable affordable space for organisations to deliver activities and events/ office space and also deliver our own various activities which promote better wellbeing for people in our local community. We have a great focus on volunteer development, integration and community cohesion. We are passionate about helping individuals locally to break through social barriers, broadening opportunities and creating a space where everyone is welcome.

We pride ourselves on having a unique and diverse reach and impact.

The Post:

We seek a highly motivated individual who will join our team as a Community Connector. The job holder will develop and maintain relationships with partners organisations, local authority agencies and our local community. You will assist in identifying need, monitoring impact, recruiting volunteers and building relationships with local organisations and service users.

To apply please forward you CV and covering letter to :

Ash@stmatthewscentre.co.uk

Closing date 20th July 2026

Community Connector- Job Profile

MANAGEMENT

- The Community Connector will report to the Centre/ Project Manager

WORKING HOURS

- Flexible working hours that will support the changing needs of the Facilities/ Community
- Including weekend/ evening work

As part of your role you will represent St Matthews Centre to :

- Be a designated First Aid responder
- Open and Close the building for centre users as a Trusted Keyholder ensuring the building is safe, clean and stocked and being available to assist building users with enquiries.

Duties

- Assist the Project Manager to organise and deliver a range of projects , events & Activities
- Engage and Connect with local residents, Schools & Organisations and any other relevant Agencies in the Community
- Connect Families to other relevant services.
- Build strong and effective working relationships with colleagues working together on projects, while also having the confidence to work alone within the community. Promotion of all existing and new projects via flyer, posters and networking events.
- Regular updates on Social media platforms to promote all projects and support other projects by sharing information on services.
- Partake in any training relevant to the role.
- Assist the Manager in identifying outreach programmes & Partnerships.
- Assist in the recruitment and onboarding of volunteers.
- Support and effectively supervise volunteers during sessions.
- Assistant the Project Manager with impact monitoring by way of surveys, feedback forms and in person meetings.
- Adhere to all Policies & Procedures relevant to the role ensuring safeguarding , equality & inclusion
- Ensure all projects are delivered in a consistent manner.
- Work flexibly, responding to the needs of the community.

This job description is intended to outline the post. It is not an exhaustive list, and it is recognised that jobs change and evolve. Postholders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.

Person Specification

Essential

- Reliable and timeous
- Previous experience working within the community
- Confident Public Speaker
- Approachable
- Strong administrative skills.
- Understanding of Data Protection ,Safeguarding, Equality & Inclusion.
- Willingness to undergo PVG Checks relevant to the role
- Willingness to undergo all training relevant to the role
- Passion for developing community

Desirable

- Drivers licence or knowledge of the local area in North Glasgow for travel purposes.
- Any relevant qualification in Community Development