

SPIREVIEW
HOUSING ASSOCIATION

Community Projects Coordinator

Recruitment Pack



Welcome...

Dear Candidate,

Thank you for your interest in the role of **Community Projects Coordinator**. I appreciate your time and hope that the information within the pack provides you with a feel for what it is like to be part of the Spire View Hub Team. I know how important it is to work for a great company, with staff who feel passionate about what they do, in an environment that has a shared vision and values that align to your own values, and this is your opportunity to find out more about Spire View to see if we are a fit for you.



If you would like to find out more about us in terms of our Staff Team, Committee, homes, services, customers, and our future plans, please email me at GillianSpence@spireview.org.uk and I will arrange a suitable time for a confidential chat.

This post is part of our Hub Team and is funded for three years through The National Lottery Community Action Fund and the Glasgow Communities Fund, running until 31 March 2029.

The successful candidate will work 35 hours per week.

The post holder will take the lead in developing and delivering inclusive community projects that respond to the needs and ambitions of local residents in Royston, Glasgow. Working collaboratively with individuals, community groups and partner organisations, the Community Projects Coordinator will design and implement initiatives within the Roystonhill Community Hub that strengthen social connections, support wellbeing and promote community empowerment.

We are seeking someone who is flexible, self-motivated and works well as part of a team. To succeed in this role, key skills include project planning and delivery, community engagement and empowerment, volunteer recruitment and support, partnership development, as well as effective monitoring, evaluation and reporting.

While previous experience in a similar environment is desirable, it is not essential. This role offers an excellent opportunity to gain experience within community engagement and social housing and to build a foundation for a future career in the sector. Strong communication and time-management skills are essential, along with a positive attitude and a commitment to achieving the best outcomes for both yourself and the wider team.

If after reading the job advert and details, you are excited about the possibility of fulfilling this role then I would encourage you to apply.

Thank you,

Gillian Spence

Corporate Governance Manager

About Spire View

Spire View Housing Association is a registered Scottish charity and social landlord providing great quality housing around Royston in the Northeast of Glasgow.

Founded in 1989 as James Nisbet Housing Co-op and following a merger in 2002, changed our name to Spire View Housing Association. We strive to provide high quality housing and responsive customer service to ensure that we place communities and their people at the heart of everything we do.

After a successful transfer of engagements from Copperworks Housing Association to bring the two associations together, we are now responsible for delivering the homes and services previously provided by Copperworks. This has brought the total number of properties for Spire View Housing Association to 852 properties.

Spire View owns and manages Roystonhill Community Hub which runs for the benefit and betterment of the Royston community and beyond.



Our Vision and Values

Our Vision

To be the landlord of choice of Royston, working with our customers, community and local stakeholders to create a neighbourhood where people choose and are happy to live.

Great service and value for money are at our core and we will continue to strive relentlessly to balance both.

Our Mission

To provide locally based high quality, affordable housing and services which will contribute to the well-being of the community we serve.

Our Values

Will shape how we do business to achieve our mission vision and strategic objectives set out in our Business Plan.

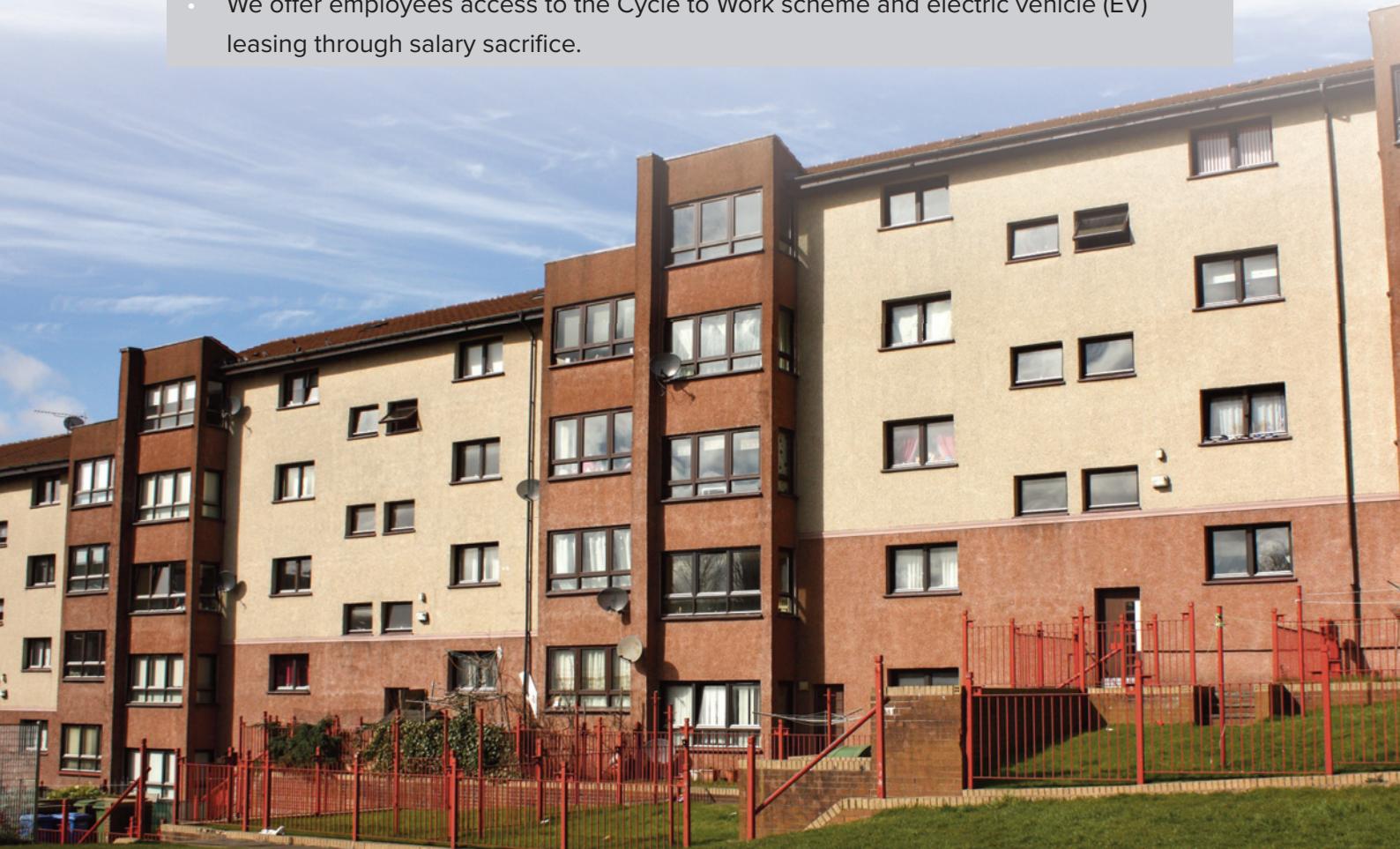


People Benefits

At Spire View, we consider work-life balance to be paramount to health and wellbeing. Our people are committed and dedicated to what they do, and we understand the importance of having policies and measures in place to fully support them both inside and outside of the workplace.

Below is the range of people benefits that Spire View offers:

- Flexible Working Environment
- Counselling Service
- Learning and Development Culture
- Family Friendly Policies
- Professional Membership Fees
- Teambuilding Sessions
- Staff involvement in developing the organisation
- We offer employees access to the Cycle to Work scheme and electric vehicle (EV) leasing through salary sacrifice.



Job Description

Community Projects Coordinator



Job Description	Community Projects Coordinator
Responsible to	Corporate Governance Manager
Responsible for	Sessional and Project Staff & Volunteers
Salary and grade	EVH Grade 7

1 Job Outline

- 1.1 To lead, develop, and deliver inclusive community projects that respond to the needs and aspirations of local residents in Royston, Glasgow. The Community Projects Coordinator will work collaboratively with individuals, groups, and partner organisations to design and implement initiatives in Roystonhill Community Hub that promote social connection, wellbeing, and community empowerment.
- 1.2 To develop the Hub, maximising the facilities, activities and services available, sustaining our existing activities, implementing our proposed programme of new activities and identifying any future new opportunities that meet local community needs through ongoing community engagement and networking with partner organisations. The Community Projects Coordinator will also manage sessional/freelance staff for the projects and any project volunteers that support delivery of activities. In addition, the Community Projects Coordinator will monitor and evaluate project delivery and impact and report on the progress of all projects within Roystonhill Community Hub.

Main Duties

2 Project Planning and Delivery

- 2.1 Lead the implementation of the “Royston Gathering Together” programme, ensuring all activities are delivered on time and within budget.
- 2.2 Develop and coordinate a diverse range of community initiatives aimed at promoting social connection, wellbeing, and community empowerment.

3 Community Engagement and Empowerment

- 3.1 Facilitate ongoing engagement with Royston residents to shape project activities through surveys, events, and participatory budgeting.
- 3.2 Establish and support a Hub Users Advisory Group to guide programme development and ensure community-led decision-making.
- 3.3 Champion equality, diversity, and inclusion across all aspects of the role.

4 Volunteer Recruitment and Support

- 4.1 Recruit, train, and supervise local volunteers across all project activities.
- 4.2 Create meaningful volunteer roles that build skills, confidence, and social networks, with a focus on supporting disadvantaged individuals.

5 Partnership Development

- 5.1 Work collaboratively with local organisations, in particular member of Royston Strategy Group, to deliver activities and enhance service reach.
- 5.2 Maintain strong relationships with Royston Strategy Group members and other stakeholders.

6 Monitoring, Evaluation and Reporting

- 6.1 Track project outputs and outcomes including attendance, volunteer engagement, and community impact.
- 6.2 Produce quarterly updates and an annual evaluation report for SVHA Management Committee, funders, and partners.

7 Promotion and Communications

- 7.1 Promote activities through social media, newsletters, posters, and local networks.
- 7.2 Ensure inclusive and accessible communication to reach diverse community groups.

8 Governance and Operational Oversight

- 8.1 Familiarise yourself with the aims and objectives of Spire View Housing Association and Roystonhill Community Hub and the required outputs and outcomes of any funding associated with this post.
- 8.2 Manage sessional and freelance staff involved in project delivery.
- 8.3 Oversee day-to-day use of Hub facilities and resources to maximise community benefit.
- 8.4 Carry out any other relevant work deemed appropriate as directed by the Corporate Governance Officer.

9 Safeguarding and Inclusion

- 9.1 Uphold SVHA's safeguarding policies and ensure all activities are welcoming, inclusive, and culturally sensitive.
- 9.2 Champion equality and diversity across all aspects of the project.

This Job Description will be subject to periodic review as the needs of the Association change.

Revised February 2026

Person Specification

Community Projects Coordinator



Person Specification	Community Projects Coordinator
Responsible to	Corporate Governance Manager
Responsible for	Sessional and Project Staff & Volunteers
Salary and grade	EVH Grade 7

Essential Criteria

Experience

- Experience of working within a Management or Community Team within a Housing Association or Third Sector Organisation.
- Experience of managing and delivering a broad range of community projects to different audiences.
- Proven experience of planning and delivering projects to agreed budgets and timescales, including staff and volunteer co-ordination and their development.
- Experience in community engagement, motivation and involvement techniques and methods.
- Experience of using evaluation and monitoring tools and techniques.
- Experience of report writing and an ability to maintain records and produce clear written and oral reports.

Skills & Abilities

- Ability to communicate effectively (both written and verbal) with a variety of people internal and external to the organisation.
- Ability to work to deadlines, dealing with competing demands and to prioritise own work programme.
- Ability to work productively with minimum supervision and as part of a team.
- Excellent leadership/team/ motivational/people skills.
- Excellent negotiating and influencing skills and the ability to foster collective working between organisations.
- Ability to relate to and motivate diverse groups of individuals, with varying needs and issues.
- Ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others.

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- Ability to think strategically and innovatively.
- Effective administrative and organisational skills along with an attention to detail.
- Ability to maintain a professional attitude and boundaries in working with members of the community, including children, young people and vulnerable adults.
- Good IT skills including word processing, database management and social media.

Knowledge

- Knowledge of the social housing and the voluntary sectors.
- Understanding of volunteering.
- An understanding and awareness around the safeguarding of children, young people and vulnerable adults along with the knowledge around procedures to follow.

Education

- Holds an HND or equivalent in a relevant subject (e.g. community development/ education, social care or youth work) or can demonstrate equivalent experience in a similar role.

Other

- Ability to adhere to SVHA's health, safety and safeguarding policies and procedures.
- A commitment to promoting equal opportunities and diversity in all work practices, employment, community engagement and partnering opportunities.
- Ability to work evening and weekends on a flexible basis (with time off in lieu).

Desirable Criteria – Experience, Knowledge, Education and Skills

- Experience in marketing, social media and video making platforms for community project/business purposes.
- Experience of working in partnership with public, private and voluntary sectors, particularly related to community issues.
- Experience of working to a budget and managing expenditure.
- Experience of developing and delivering Participatory Budgeting.
- Experience of successfully developing funding applications for community projects.
- Knowledge of funding opportunities available.
- Knowledge and understanding of the challenges facing the community of Royston.
- Degree in Community Learning & Development or related field.
- Driving licence with access to own car.

Revised February 2026

Summary of Terms & Conditions of Service

Community Projects Coordinator



Job Title:	Community Projects Coordinator
Salary Scale:	EVH Grade 7 PA22– PA25, £42,707 - £46,895
Hours of Work:	Full time based on 35 hours per week, Monday - Friday. Our current office hours are 9am-5pm Mon to Thursday (45 mins lunch). 9am to 3.30pm Friday (30 mins lunch).
Leave Entitlement:	25 days annual leave. 15 days public holiday.
Place of Work:	Roystonhill Community Hub 174 Roystonhill, Glasgow, G21 2LG Or any other reasonable location.
Notice Period:	One month
Salary Payment:	Paid directly on the 28th of the month by BACS
Pensions Arrangements:	Defined Contribution Scheme with Life Assurance Cover. Employers' contribution is 10.45% and Employee contribution is 5%. Life Cover = 3x annual salary.
Allowances:	Casual car allowance mileage in accordance with current rates.
Professional fees:	Fees to relevant Professional Bodies will be paid in line with EVH Conditions of Service.
Learning & Development:	Spire View promotes a culture of sharing knowledge and skills and promoting and supporting continuous professional development.
Working for Spire View HA:	At Spire View we have an open and flexible approach to the way we work to deliver our services. We provide a supportive working environment to ensure our employees get their work/life balance right.
Additional Information	Spire View are full members of Employers in Voluntary Housing (EVH). Continuity of employment applies if joining from another EVH member. (Details confirmed on appointment). We offer employees access to the Cycle to Work scheme and electric vehicle (EV) leasing through salary sacrifice. This is a summary for information purposes only and is not intended to be contractual. Full Terms and Conditions of Service will be provided at recruitment.

Recruitment Process

Community Project Coordinator



1 Recruitment Process

- 1.1 You should provide the following information to apply for this post:
 - Completed Application Form
 - Equal Opportunities Monitoring Form
- 1.2 You should not provide your C.V. with your application.
- 1.3 Your completed application form should be e-mailed to: Recruitment@spireview.org.uk
- 1.4 If you are invited for interview for this post, we will arrange to view and copy your qualifications. References will only be requested if you are offered the position. One of your references should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and comment on your ability to do the job.
- 1.5 The Job Description in the recruitment pack aims to outline the key requirements of the post and the person specification lists the minimum essential and desirable requirements for the post. When shortlisting for interview, the interview panel will only consider the information contained within your application form and assess this against the agreed person specification.
- 1.6 The interview panel will not make any assumptions about the nature of your experience, skills or knowledge based on the list of job titles in your current and previous jobs in their assessment of your application form. It is for you to use the space provided throughout the form to comprehensively detail your previous experience and relate this to the job description and person specification. As well as paid employment, you may also wish to include any voluntary work or any other life experience or skills you can bring to the post and Association.
- 1.7 Your application form is the start of your relationship with the Association and its content and quality will demonstrate your dedication to being successful in this post and work for Spire View Housing Association. It is for these reasons that you should ensure your application is legible and provides relevant and comprehensive information to give you the best possible opportunity of securing this post.

- 1.8 If you are related to any members of staff, consultants, contractors or suppliers of the Association, this should clearly be shown on the relevant part of the form. This will not necessarily be detrimental to your application.
- 1.9 If you are shortlisted for interview, we will ensure you are given reasonable notice for the date of your interview. The interview panel will set questions based on the job description and person specification to ensure they can appoint the candidate with the most suitable experience, knowledge, personal attributes and skills to excel in this role.
- 1.10 The award of employment will be subject to satisfactory references and may also include a disclosure check under the PVG Scheme.
- 1.11 Spire View Housing Association aims to be an equal opportunities employer and is committed to diversity in employment. If you feel there is anything specifically that you need from us to encourage our commitment, or wish an informal discussion, please contact the member of staff referred to in the welcome letter of the recruitment pack.
- 1.12 The closing date for receipt of your application is 12 noon on Friday 20th February 2026.

Candidate No:



supporting
social
employers



For official use only

Application for Employment

Post Applied for: Community Projects Coordinator

Closing Date: Friday 20th February 2026 at 12 noon

Applications received after this time will NOT be considered

Personal Details

Surname:

Initials:

Address:

Postcode:

Email Address:

If you can be contacted
during the day by phone,
please provide the
number:

Home:

Mobile:

Do you hold a current driving licence?

Yes

No

Equality Act 2010

We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please provide details below:

Disability Confident Scheme

As part of our commitment to Equal Opportunities, we are registered as a Disability Committed Employer. In order for us to comply with this, we offer a guaranteed interview scheme for all disabled candidates that meet all the essential criteria.

If you would like your application to be considered on this basis, please tick the box below.

I would like my application to be considered under the Disability Confident Scheme.

Employment History

Please give details of past and present work. This can be paid work, voluntary work or work from home.

Present or Most Recent Employment

Name and Address of Employer:	
Starting Date with present/most recent employer:	
Present job title and responsibilities:	
Reason(s) for leaving/wishing to leave:	
Notice Period Required:	
Current Salary (per annum):	

Previous Employment	
Name and Address of Employer:	
Period of Employment:	
Job title and responsibilities:	
Reason(s) for leaving:	
Name and Address of Employer:	
Period of Employment:	
Job title and responsibilities:	
Reason(s) for leaving:	

Previous Employment (continued)	
Name and Address of Employer:	
Period of Employment:	
Job title and responsibilities:	
Reason(s) for leaving:	
Name and Address of Employer:	
Period of Employment:	
Job title and responsibilities:	
Reason(s) for leaving:	

Continue on a separate sheet if required.

Qualifications

(Academic and/or Professional) or courses presently being studied.

Other Education

Training (include any short course you have undertaken, e.g. night school, First Aid, Company Training Courses).

Computer Skills

Please detail your experience of software packages:

References

Please give the name and address of 2 people to whom references can be made. If you are currently employed or have been employed, please include details of your current/most recent employer.

	Reference 1	Reference 2
Name:		
Job Title:		
Company Name:		
Company Address:		
Telephone Number:		
Email:		

Person Specification

Community Projects Coordinator



The Association wishes to compare your experience, skills and knowledge with its requirements. You should therefore show in the following part of the form how you satisfy these. This does not have to be from paid work but can be from other experience. The selection panel will consider candidates who do not meet all the requirements therefore please complete all sections as appropriate.

Essential Criteria	How you satisfy the criteria
Experience of working within a Management or Community Team within a Housing Association or Third Sector Organisation.	
Experience of managing and delivering a broad range of community projects to different audiences.	
Proven experience of planning and delivering projects to agreed budgets and timescales, including staff and volunteer co-ordination and their development.	
Experience in community engagement, motivation and involvement techniques and methods.	
Experience of using evaluation and monitoring tools and techniques.	

Essential Criteria	How you satisfy the criteria
Experience of report writing and an ability to maintain records and produce clear written and oral reports.	
Ability to communicate effectively (both written and verbal) with a variety of people internal and external to the organisation.	
Ability to work to deadlines, dealing with competing demands and to prioritise own work programme.	
Ability to work productively with minimum supervision and as part of a team.	
Excellent leadership/team/motivational/people skills.	
Excellent negotiating and influencing skills and the ability to foster collective working between organisations.	
Ability to relate to and motivate diverse groups of individuals, with varying needs and issues.	

Essential Criteria	How you satisfy the criteria
Ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others.	
Ability to think strategically and innovatively.	
Effective administrative and organisational skills along with an attention to detail.	
Ability to maintain a professional attitude and boundaries in working with members of the community, including children, young people and vulnerable adults.	
Good IT skills including word processing, database management and social media.	
Knowledge of the social housing and the voluntary sectors.	
Understanding of volunteering.	

Essential Criteria	How you satisfy the criteria
An understanding and awareness around the safeguarding of children, young people and vulnerable adults along with the knowledge around procedures to follow.	
Holds an HND or equivalent in a relevant subject (e.g. community development/ education, social care or youth work) or can demonstrate equivalent experience in a similar role.	
Ability to adhere to SVHA's health, safety and safeguarding policies and procedures.	
A commitment to promoting equal opportunities and diversity in all work practices, employment, community engagement and partnering opportunities.	
Ability to work evening and weekends on a flexible basis (with time off in lieu).	

Desirable Criteria	How you satisfy the criteria
Experience in marketing, social media and video making platforms for community project/ business purposes.	
Experience of working in partnership with public, private and voluntary sectors, particularly related to community issues.	
Experience of working to a budget and managing expenditure.	
Experience of developing and delivering Participatory Budgeting.	
Experience of successfully developing funding applications for community projects.	
Knowledge of funding opportunities available.	
Knowledge and understanding of the challenges facing the community of Royston.	
Degree in Community Learning & Development or related field.	
Driving licence with access to own car.	

Information in support of your Application

Please provide any additional information in support of your application:

Note to all applicants

In accordance with the Asylum and Immigration Act 1996 Section 8, if you are invited to attend for interview, you must provide an original document which supports your right to work in the United Kingdom.

Applicants can provide proof as set out in the Home Office guidance (pages 44-46) – List A or List B Employer's guide to right to work checks (publishing.service.gov.uk).

Confirmation of qualifications

If selected for interview, you will be required to bring with you, the original certificate(s) of all qualifications referred to in this application. This extends to members of professional bodies.

Declaration

I confirm that to the best of my knowledge the information I have provided in this application is correct.

- a I am /am not (select as appropriate) related in any way to a Board member of the Association.
- b I am /am not (select as appropriate) related to any member of staff, committee member, consultant, contractor or supplier of the Association.

Signed:

Date:

Fair Processing Notice

(How we use employee information)



This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

1 Spire View Housing Association Limited ("we" or "us") is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the UK GDPR and Data Protection Act of 2018 ("the 2018 Act") together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

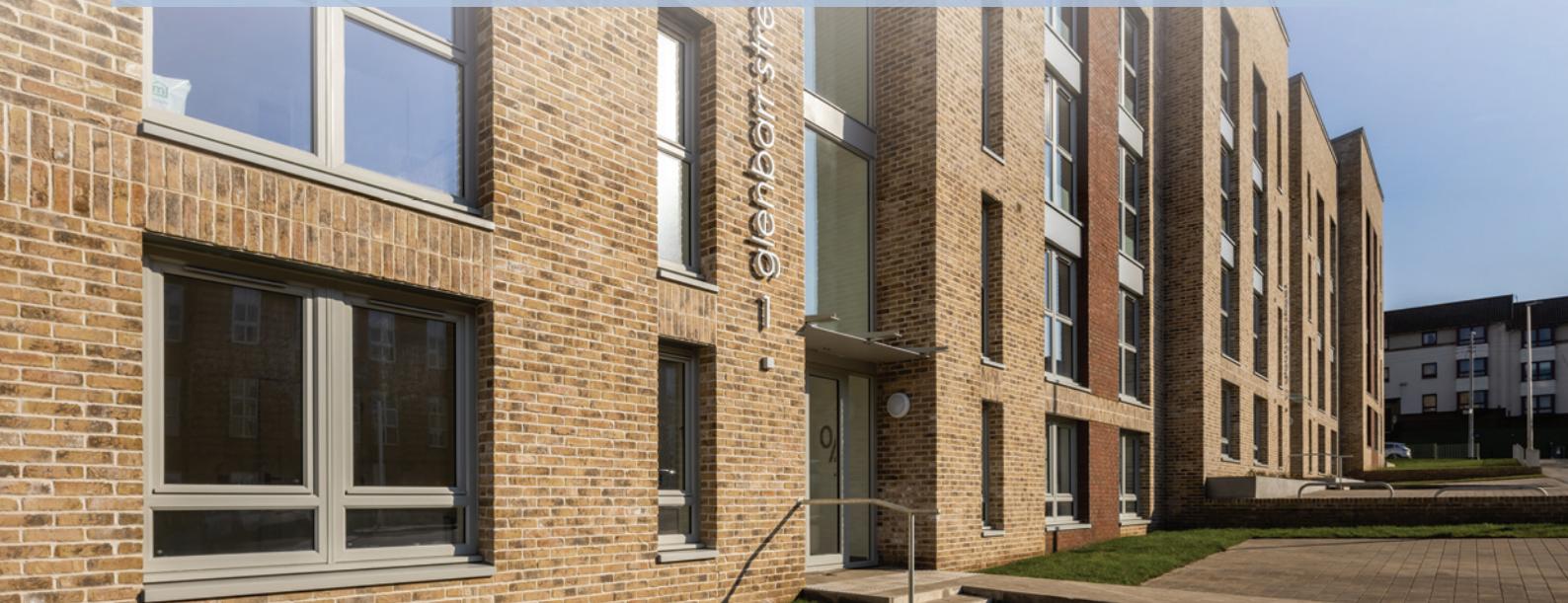
We are registered as a Data Controller with the Office of the Information Commissioner (ICO) under registration number Z6952147 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer (DPO) is **Gillian Spence** • GillianSpence@spireview.org.uk • 0141 559 5644.

Any questions relating to this notice and our privacy practices should be sent to **Gillian Spence** on GillianSpence@spireview.org.uk • 0141 559 5644.

2 We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including pensions service):

a Name	k Emergency contact details
b Date of Birth	l Eligibility to work in the United Kingdom;
c Address	m Driving Licence
d Telephone Number	n Passport
e E-mail address	o Disability and allergy information
f NI number	p GP's name
g Personal characteristics such as gender and ethnic group	q Job history and salary information
h Qualifications and training record	r Appraisals
i Absence information	s References
j Hospital appointment documentation	t Membership of professional bodies
	u Trade Union membership



3 We collect and use the above information and personal data for:

- a** Administration of contracts of employment
- b** Payment of salaries
- c** Recruitment and selection
- d** Pensions and associated benefits, appraisal, training and development
- e** Membership of professional bodies
- f** Membership of Trade Union

4 We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

- To allow your pension provider to process pensions information and handle your pension;
- To allow you to participate in health checks/ immunisation programmes;
- To pay your Trade Union membership dues;
- When we grant third parties controlled access to our electronic network;
- To obtain employment related legal advice;
- To DWP, HMRC and other such third parties;
- To our Auditor to carry out our annual audit;
- If we enter into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

5 Your information will only be stored within the UK.

6 When you give us information we take steps to make sure that your personal information is kept secure and safe.

We currently hold personnel files electronically, with some further information held in physical form. Additionally, we retain salary and pension information, as required by law. Any hard copy data of yours we hold is stored securely within locked filing cabinets which can be accessed by the HR function only, or Finance staff if relating to salary and pension information.

We password protect all personnel files, and limit access to those files to the HR function of the association.



7 We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Data retention guidelines on the information we hold is provided in our Privacy policy within the staff handbook.

8 You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- ask us to correct any inaccuracies of fact in your information;
- request that we restrict your data processing;
- data portability;
- rights related to automated decision making including profiling;
- make a request to us to delete what personal data of yours we hold; and
- object to receiving any marketing communications from us.

These rights are qualified and are not absolute.

9 If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact: **Gillian Spence** on GillianSpence@spireview.org.uk • **0141 559 4644**.

If you have any complaints about the way your data is processed or handled by us, please contact **Gillian Spence** on GillianSpence@spireview.org.uk **0141 559 5644**.

If you remain unsatisfied after your complaint has been processed by us, you also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh EH3 7HL

Telephone: **0303 123 1115** • Email: Scotland@ico.org.uk

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details.

Spire View Housing Association

43 Tharsis Street • Glasgow G21 2JF • Phone: **0141 552 7928**

Email: info@spireview.org.uk • Website: www.spireview.org.uk

Spire View Housing Association Limited is a registered society under the Co-operative and Community Benefit Societies Act 2014.

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Property Factor Registered Number PF000273.

