



Job Description

Job Role: Community Outreach Coordinator
Department: Development
Reporting to: Outreach and Communications Manager
Location: Portsmouth (Office-based, with occasional UK travel)
Type: Full-Time, 3 Year Fixed-Term Contract from 8 th September 2025 – 31 st August 2028
Starting Salary: £25,000

Our Mission and Impact

At the Andrew Simpson Foundation, our mission is to transform lives. We work to create meaningful, measurable change in the lives of young people and their communities. Everything we do is shaped by four core pillars of impact:

Health & mental wellbeing – We use watersports to support physical and mental health, building confidence, connection and resilience, through regular, active participation.

Skills and employability – Our programmes develop personal and professional skills through hands-on learning, accredited qualifications, and pathways into work in the marine and outdoors sectors.

Community pride & inclusion – We create welcoming and accessible spaces where people from all background and abilities can participate, connect and feel a sense of belonging.

Climate leadership – We promote low-impact access to natural spaces, educate young people on sustainability, and work with partners to model responsible use of the environment.

Our success is built on the dedication and passion of our team. We foster a culture of innovation and collaboration, where every team member plays a role in making a lasting impact.

Purpose of the Role

The post holder will play a key role in the successful delivery of the Greenwich Hospital funded Swim Free programme, by coordinating administrative functions and providing a vital link between families and affiliated delivery centres.

They will also support Andrew Simpson Foundation Group outreach initiatives by identifying new relationships with schools, local community groups and businesses to

raise awareness of available opportunities, working dynamically across various development projects.

Main Duties and Key Tasks

Administrative & Front of House

Answer all phone calls and manage the general Swim Free enquiries email. This will include building and maintaining positive relationships with beneficiaries, partners, and other key stakeholders.

Prepare bookings paperwork for Swim Free delivery centres, acting as the booking administration point of contact, in line with agreed processes.

Represent the Andrew Simpson Foundation, partners, and associated development projects, in a friendly and professional manner.

Work as part of a team, both internally and with external partners, to ensure the smooth running of the Swim Free programme.

Outreach Support & Engagement

Identify and foster new relationships with schools, local community groups and businesses around the Andrew Simpson Centres, to raise awareness of available opportunities.

Produce and deliver a range of communications, providing clear and accessible information, and support with impact data collection.

Supporting the Outreach Team to proactively engage with local communities, school & youth groups, partner charities, and Royal Navy families, to raise awareness of and fill available spaces on, Greenwich Hospital funded programmes.

Supporting the planning, preparation and delivery of outreach initiatives and events. Be prepared to attend evening and weekend functions as required, including regular visits to programme delivery centres.

Own content creation and scheduling for Swim Free social media channels, in line with agreed processes.

Provide communications, outreach and administrative support as required for a range of development projects, or business functions, across the Andrew Simpson Foundation Group.

Person Specification

JOB TITLE: Community Outreach Coordinator

	Essential	Desirable
Knowledge & Qualifications		
Knowledge of swimming or the watersports industry		P
Comfortable working with various computer programmes, including but not limited to Microsoft Office programmes	P	
Knowledge of office management and administration systems		P
Knowledge of popular social media platforms	P	
Understanding of the Royal Navy community		P
Full UK Driving License	P	
Experience		
Customer service or front of house experience	P	
Administration experience	P	
Experience working within an education setting		P
Skills		
Excellent demonstrable customer service skills	P	
Good communication skills, confident on the phone, meeting and greeting people in person, and writing emails	P	
Good time management and juggling/prioritising several tasks	P	
Good teamworking skills	P	
Personal Commitment		
Demonstrate and promote ASF values and pillars of impact in all areas of work	P	
Adhere and promote Health and Safety, equality and diversity, safeguarding legislation and policies, as well as all other policies/procedures	P	
Commitment to demonstrate and promote strict confidentiality and data protection principles	P	
Commitment to deliver excellent customer service	P	