ANDREW SIMPSON FOUNDATION

Job Description

Job Role: Outreach Coordinator
Department: Development
Reporting to: Outreach and Communications Manager
Based: Horizons Plymouth (with regular local travel)
Type: Part-time, 20 hours per week, fixed-term contract to 31st August 2028
Salary: £15,428.57 per annum

Purpose of the Role

The purpose of the role is to raise awareness of and generate bookings for Royal Navy community funded programmes across the Southwest.

The postholder will represent the Andrew Simpson Foundation (ASF) in the region, alongside stakeholders in the programmes it delivers, such as the Royal Naval Sailing Association (RNSA). They will build and maintain positive relationships with local contacts relevant to our programmes, such as forces leads in schools and local representatives at partner charities. The postholder will plan and deliver outreach and engagement plans in the Southwest, including a range of digital communications, in-person events and working with partners.

Responsibilities

General

- Build and maintain positive relationships with beneficiaries, partners and other key stakeholders.
- Prepare booking paperwork for delivery centres in the Southwest region.
- Answer phone calls and emails and take in-person bookings for funded programmes. Follow up with bookers to make sure we have everything we need ahead of activity start dates.
- Represent the ASF and associated partners 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 RNSA Youth Crew, RNSA Go Sailing and Swim Free programmes.

Outreach & Engagement

- Work with the ASF Outreach and Communications Manager and RNSA Outreach Manager to proactively engage with local communities, school and youth groups, partner charities and Royal Navy families to generate bookings for funded programmes, meeting agreed targets.
- Raise the profile of the ASF, its programmes and partners in the Southwest.
- Produce and deliver digital communications for a range of audiences, providing clear and accessible information.

- Support the planning, preparation and delivery of outreach initiatives and events. Be prepared to attend evening and weekend functions as required, including visits to programme delivery centres, RN bases and schools.
- Oversee the distribution of programme-specific merchandise to delivery centres in the Southwest and maintain an accurate stock record.
- Support content creation and scheduling for social media channels, with guidance from the Marketing and Communications Coordinator.
- Provide communications, outreach and administrative support as tasked across Andrew Simpson Foundation initiatives.

Person Specification		
	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 polices, 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	

About the Andrew Simpson Foundation

We create life-changing journeys on the water: shaping young lives, strengthening communities and transforming futures.

We believe that every young person should have access to the life-changing benefits of being on the water. From building self-belief to unlocking potential, we use sailing and watersports as

a powerful tool for education, wellbeing and community connection. Everything we do is shaped by four core pillars of impact:

- Enabling active participation – Helping more people get active through sailing and watersports, supporting wellbeing and making regular participation part of everyday life.
- Developing skills & personal pathways – Helping people build confidence, gain skills and find opportunities in education, employment, volunteering and sport.
- Building connected communities – Bringing people together, supporting families and creating places where everyone feels welcome.
- Championing environmental engagement – Helping people learn about our coasts and waterways, take part in conservation and develop skills to care for their future.

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.