



Empowering Black Women To Thrive & Lead Communities

10 March 2026

Dear Applicant,

Re: Position as Freelance Project Coordinator – Resilient Women Build Communities (Southwark)

Thank you for your interest in the above post. Please find within:

1. Guidance Notes
2. How to Apply
3. About the project
4. Job Description
5. Person Specification
6. Soul Purpose 360 Background Information

Please read the Guidance Notes carefully before submitting your application. The deadline for applications is midnight Monday 23rd March 2026.

We look forward to receiving your CV and brief supporting statement.

Yours faithfully,

Palma Black
Founder | Director **Soul Purpose 360 CIC**
Tel: 07834558500

*The term Black is used to denote any woman who does or could experience racism on the basis of her colour and includes African, Caribbean or another Black background, Asian and Mixed Multiple ethnic groups.



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1. Guidance Notes

The CV and supporting statement are essential parts of the recruitment process as they are used to decide who will be shortlisted for interview. Please ensure, therefore, that you read the Job Description, Person Specification and these notes carefully before submitting your application.

Job Description

The Job Description contains details of the duties and responsibilities of the post for which you are applying. These are outlined as comprehensively as possible to give a clear idea of what will be required of the post holder.

Person Specification

The Person Specification lists the requirements of the post, in terms of experience, knowledge, skills and abilities. These are the criteria used in deciding who will be called for interview. It is therefore vital that you consider the requirements listed in the Person Specification when writing your supporting statement and that you demonstrate how your skills and experience meet these requirements.

Equality & Diversity Monitoring

This form is used to assess whether our advertising is reaching all sections of the community. It plays no part in the recruitment process. The monitoring form is anonymous and is separated from your application on arrival at the Centre. We would be grateful if you could complete this form online and return it with your CV and supporting statement.

2. How to apply

Your application should comprise:

A supporting statement of no more than 600 words. This is your opportunity to tell us why you are a good candidate for the job. Relate your skills, knowledge and experience to the Person Specification criteria listed as fully as possible with reference to your paid and/or unpaid work experience, training and qualifications as appropriate.

A full CV

Please include your educational and professional qualifications, a full employment history highlighting key responsibilities and relevant achievements, and any voluntary experience you have had.

To fulfil our safeguarding obligations, please give details of whether you have a prosecution pending or have you ever been convicted by a court or cautioned by the police for any offence. If so, please send details alongside your application in a confidential attachment. Disclosure will not automatically disqualify you from consideration for this post.

Applications should be emailed to Palma Black at info@soulpurpose360.co.uk

THE DEADLINE FOR APPLICATIONS is midnight Monday 23rd March 2026



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3. About the project

Resilient Women Build Communities

Soul Purpose 360 is seeking an enthusiastic and organised freelance Project Coordinator (part-time) to join our small, dynamic team, utilising your skills in a rewarding role for a newly funded project to be delivered in the London Borough of Southwark. You will help us to deliver this exciting and empowering project for Black women in Southwark. The successful candidate will have knowledge and experience of Black women's issues, supporting local community development or the voluntary sector. Ideally the successful candidate will be a member of the Soul Purpose 360 Black Women's Networking & Empowerment Circle and a Southwark resident.

About the Resilient Women Build Communities programme

The programme will create a safe space with for Black women resident in Southwark; a space to learn, grow in confidence and practice new behaviours, build social networks and heal personal relationships in the home. The programme will help them to get out more often, to form friendships and networks, to try new experiences and channel their energies into doing social good – building resilient communities.

About the funder

The project is funded by the **THINC Fund (Tackling Health Inequalities through Neighbourhood Collaboration)** is a £400,000 fund created to **tackle health inequalities** and improve health and wellbeing in **Brixton and Peckham**. **CVR Community**, which is a Community Interest Company (CIC) manages the THINC Brixton and Peckham Fund. It is the sister company of ClearView Research, which was founded in 2015 by Burphy Zumu, Dr. Kenny Imafidon MBE, and Leonie Belio. Kenny and Leonie both grew up in Peckham, so this project is one close to home. The current donors are Fund. Impact on Urban Health, Welcome, Indigo Trust, and Alan and Babette Sainsbury Charitable. The fund empowers local residents to decide how money is spent in their area, with a public vote determining which projects receive funding. It focuses on improving mental health, increasing access to healthy choices, and supporting priority communities including people living with disabilities, those experiencing homelessness, Black, Asian and ethnic minority residents, people on low incomes or with insecure immigration status, unpaid carers, LGBTQ+ communities, young people in or leaving care, and people living with multiple health conditions.

Objectives of the project

The project will focus on:

- Education and learning to increase awareness and skills
- Social community activities to improve individual and collective control
- Peer support groups to build social connections

This project will motivate and support Black women in their neighbourhoods, to be a part of a positive and supportive peer-led local group - to help them overcome personal challenges and grow in confidence and resilience, so that they too can find their soul purpose and help others.

Resilient Women Build Communities will deliver two, 2-hour sessions each month which will include:

- **Health and wellbeing talks**, workshops and activities i.e. Mental health awareness, Menopause, parenting, managing diabetes and more
- **Personal development group sessions**, training and workshops to build personal confidence and resilience
- **Networking activities** with others involved in community development in the borough to increase awareness, connections and interaction with service providers in the statutory and voluntary sector to improve community cohesion and resilience in self and community.
- **Social activities**: trips and events to celebrate International Women's Day, Black History Month, a summer social and Christmas social.

Project Beneficiaries

Participation in the programme is open to Black* women resident in Southwark, who live in social housing or in disadvantaged communities in the borough. We particularly want to include women who have experience of racism, sexism, domestic abuse and violence, poverty, single parents and are socially isolated or are experiencing health conditions depression diabetes, hypertension, cancer etc.

Soul-Full, 62 George Street, Croydon, London, CR0 1PD

www.soulpurpose360.co.uk | info@soulpurpose360.co.uk | www.linkedin.com/company/soul-purpose-360-cic



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4. Job Description

Job Title	Freelance Programme Coordinator	Hours	6.5 hours per week (no overtime)
Salary	£15.00 per hour plus travel expenses	Location	Remote / Southwark
Duration	1 year	Resources:	A laptop will be supplied

Reporting to:	Soul Purpose 360 CEO
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Main purpose and scope of the job	To lead on delivery of the Resilient Women Build Communities project in Southwark, supported by local group volunteer Facilitators and the Soul Purpose 360 CEO. To coordinate monthly workshops, quarterly events and support participants in delivering activities that meet the requirements of the project.
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Support the delivery of the programme	
<ul style="list-style-type: none"> • Planning, organising and supporting the delivery of bi-monthly workshops/activities • Securing sessional workers for each two-hour session in response to requests from members. • Sourcing appropriate venues as and when required. 	
Partnership working	
<ul style="list-style-type: none"> • Partnership working with the community and voluntary sector, housing associations and council departments to ensure reach and engagement with potential participants. • Building productive relationships with local organisations to support the aims of the project. • Be proactive in building relationships of trust and confidence that can support project development and delivery. 	
Administration, Monitoring and Evaluation	
<ul style="list-style-type: none"> • Be responsible for the timeliness of updating all administration and all records relating to your role. • Maintaining a database of project participants in line with GDPR regulations • Ensure the accurate recording of all activity undertaken. • Ensure project activities and participation are properly monitored, recorded, and evaluated against project aims and funding requirements. • Collect, collate and interpret relevant statistical information and qualitative and quantitative monitoring to meet the requirements of the funder and to develop the service. • Arranging and facilitating monthly meetings with and for Volunteer Facilitators to secure their support in the project delivery • Supported by the director, managing budgets and spend in accordance with agreed procedures 	
Marketing and Communications	
<ul style="list-style-type: none"> • Identify and develop key areas of promotion to support the recruitment of participants. • Use social media to attract participants, promote the programme, raise awareness. • Proactively promote the aims, involvement in and outcomes of the project to key audiences. • Producing promotional material that fits within the THINC Fund and Soul Purpose 360 branding guidelines 	
Participant Engagement	
<ul style="list-style-type: none"> • Welcoming new members to the programme and supporting their sign-up process i.e. Baseline Assessments • Empower participants to play active roles in decisions about the programme content 	
Other Duties	
<ul style="list-style-type: none"> • Undertake other such duties within the competence of the post holder which may be reasonably required from time to time. 	



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5. Person Specification

Criteria	Essential	Desirable
Experience	Proficient with using MS packages including Word, Excel, Outlook, as well as with databases	
	Experience recruiting and working directly with the client group	Knowledge of management of volunteers creating virtual and short-term roles for volunteers
	Knowledge of community organising and or experience with managing groups / undertaking activity organising	Interest and experience in improving health outcomes for the most marginalised
	Knowledge of the voluntary sectors, public health and Black women's issues.	Keen to support the development of new activities for Black women across community and organisations
	Experience of utilising social media and marketing to promote services.	
Skills and Personal Attributes	A self-starter, self-motivated and problem solver.	
	Good interpersonal and communication skills	
	Have a positive and enabling attitude towards empowering Black women.	
	Strong organisational, coordination skills with experience with data and IT systems.	Expertise in data management skills and a high attention to detail, required to collate and analyse.
	Good team player.	Full, clean driving license and access to a vehicle.
	Knowledge and understanding of boundaries of strict confidentiality.	
Other job related requirements	Ability to work flexibly and out of hours, including potentially weekends.	



Empowering Black Women To Thrive & Lead Communities

6. About Soul Purpose 360

Soul Purpose 360 is a transformative social enterprise dedicated to empowering Black and global majority women to thrive, lead, and shape their communities. Rooted in sistahood, we provide safe, nurturing spaces where women can connect, be seen, and grow - unlocking their full potential to drive meaningful change. With hubs in London Boroughs of Barnet, Brent, Croydon, Greenwich, Hackney, Haringay, Hounslow, Islington, Lambeth, Lewisham, Newham and Southwark, we provide coaching, mentoring, training, networking, advocacy, and empowerment programs, creating opportunities for women to find their purpose, build confidence, and contribute to social and economic change. Recognised as one of The People's Health Trust's most effective delivery partners, Soul Purpose 360 is at the forefront of creating change for Black women and their communities. For more information, visit www.soulpurpose360.co.uk or contact info@soulpurpose360.co.uk Follow us on social media @soulpurpose360

Our social mission is *Empowering Black Women To Thrive & Lead Communities*

Our vision is for *Black Women To Stand Up Straight In Their Own Light.*

Soul Purpose 360 offers Black women the opportunity for personal development (coaching, mentoring, training and more) so that they can improve their personal lives and contribute positively to their community, by establishing projects or social businesses on their own, or by working with other members of the group. We also enable experienced community activists to share their skills and knowledge with others in their communities, to increase the numbers of Black women actively volunteering, taking up positions on local forums and committees, establishing interest groups, projects and social businesses for positive change. Soul Purpose 360 welcomes women to a *safe space*, where they can just be; to connect, converse, learn and collaborate with others at a pace that suits them. We seek to raise self-awareness and build confidence in these women, to let them know that their lived-experience means that they are enough - they are worthy, valued and qualified to play an active role in their community through local networks for Black women.

The purpose of the **Black Women's Networking & Empowerment Circles** is:

- 1) To bring together Black & Global Majority women who work, volunteer, and run projects, community groups and social enterprises that benefit the community, or those who desire to.
- 2) To provide a safe space where women can bring their whole selves; personal and professional to share experiences, knowledge skills and issues of concern and receive support and guidance in return.
- 3) To provide access to personal development and practical skills-based training that enable women to Be More and Do More such as coaching, mentoring, training and more.
- 4) To allow the cross-fertilisation of ideas, establishment of partnerships, collaborations, and joined-up working - lightening the load.
- 5) To identify and build the capacity of Black women as community leaders and change-makers.
- 6) To strengthen connections and engagement with Black women in communities whose voices is under-represented on local social policy Together we are Empowering Black Women To Thrive & Lead Communities.

Resilient Women Build Communities

