

Job Title: Charity Engagement Officer

Location: Aberdeen, UK

Hours: Part-time, 19 hours per week

Contract Type: Fixed term- March 2028

About Sereniti:

Sereniti is a growing, volunteer-led charity based in Aberdeen. It is dedicated to supporting families particularly those with children, and young people with additional support needs. Sereniti provides compassionate, practical support to parents-carers, create a safe space for connection, wellbeing and community. We work to empower our community, provide information and guidance, and create inclusive programmes and opportunities for growth and development for everyone.

Job Description:

We are now recruiting our first paid employee to help strengthen and expand our work. We are seeking a compassionate and proactive charity engagement officer to work directly with families and help build strong supportive community. This is a varied, hands-on role combining direct family support, community engagement and essential administrative services. You will collaborate with local schools and other charities and other organisations to ensure our initiative reaches those who need it most. Promote employee engagement/ volunteering. You will help deliver support programs, and ensure that our community feel informed, connected, and supported.

Key Responsibilities:

- Build trusting relationships with children, and young people with additional support needs, families (Parents & carers), and local community partners.
- Provide practical and emotional support to families.
- Engage, build and maintain partnerships with local schools, charities and other organisations, to enhance the visibility and impact of sereniti's services.
- Plan, deliver and coordinate inclusive support programs, workshops, activities (such as play, sessions and parents café events) , and other related administrative support.
- Gather feedback from families and communities to inform service development.

- Ensure all programs are compliant with relevant local safeguarding requirements for working with vulnerable children and young people.
- Assist in planning, promoting, and facilitating community events and engagement initiatives.
- Maintain accurate records and confidential reports of engagement activities and outcomes.
- Undertake any other reasonable duties to support the organisation.

Person Specification:

- Experience in community engagement, ASN support, event management, especially working with vulnerable children and young people in a community setting.
- Excellent communication, proactive, passionate, Empathetic, active listening, and interpersonal skills.
- Knowledge of safeguarding policies and procedures for working with vulnerable children and young people.
- A valid DBS check or the willingness to undergo one is required.
- Strong interpersonal skills, with the ability to build relationships with a diverse range of stakeholders including schools, charities, and local authorities.
- Excellent organisational skills, with the ability to plan, coordinate, and deliver multiple events simultaneously.
- Essential IT skills (email, spreadsheet, Simple database)
- Ability to work with families from all backgrounds.
- Ability to work independently and as part of a team.
- Empathy, patience, and a commitment to supporting diverse families.
- Right to work in UK

Benefits:

- Supportive and inclusive work environment.
- Competitive salary £14.25/hr and Employer pension contribution of 5%

- Flexible working
- Opportunities for professional development and training.

Safeguarding:

This role involves working with vulnerable children and young people and will require PVG check. The successful candidate will be expected to follow safeguarding procedures.

Equality & Diversity:

Sereniti is committed to equality, diversity, and inclusion.

"We are here for every parent, carer, and child with additional support needs celebrating diversity, championing equality, and creating a safe space where everyone belongs."

How to Apply:

Please send your CV and a covering letter outlining your experience and suitability for the role to Serenitiaberdeen@gmail.com by the 8th of April 2026.