Community Resources

Who we are

At Community Resources, we believe that thriving communities aren't built through services alone - they grow through relationships. They flourish when people know one another, share what they have, discover a sense of belonging and are encouraged to play their part.

We don’t build community

Communities already exist





We don’t create belonging

We create conditions where belonging can grow

We don’t do things for people

We help people discover what they can do together





That’s why the LifeLine Centre exists

The LifeLine Centre is the product of a shared vision between LifeLine Church and Community Resources.

LifeLine Church has invested in creating a building that is much more than a church or community venue. Together, we are stewarding a place that is open to everyone - a place where the church gathers for worship and where the wider community gathers to connect, create, celebrate and belong. We believe the same spaces that host worship on a Sunday can also become places where neighbours become friends, conversations become collaborations, and ordinary encounters help shape a stronger, kinder community throughout the week.

At LifeLine Centre, we're creating the conditions where this can happen every day. A conversation over coffee becomes a new friendship. A shared interest becomes a community group. A volunteer discovers confidence. Someone who once felt isolated finds that they belong.

We don't measure success simply by the number of activities we run or coffees we serve. We measure it by stronger relationships, growing confidence, shared leadership and communities that increasingly shape their own future.

LifeLine Church

Community Resources

We are looking for two people to join the Community Resources team from September 2026.

The role descriptions are enclosed.

We're looking for people who are more than organisers or managers. People who host, encourage and who believe that hospitality, trust and connection can transform lives and neighbourhoods.

If that vision excites you, we'd love to hear from you.

To apply for either role, please send an **expression of interest** which answers **why I am the best person for this role** in **up to 500 words**.

Please also **send a CV.**

To avril@communityresources.co.uk.

The deadline for applications is **5pm, 27th July 2026**

Interviews will be on **30th July 2026**

Community Resources

Common Ground Cafe Host

Reports to: Chief Executive
Location: LifeLine Centre
Hours: 35 hours per week (open to job share)
Salary: £29,120 (20 days annual leave + 8 days public holidays)

Purpose of the role

Common Ground isn't simply a café. It's the heart of LifeLine Centre and one of the most important places in our community. It's where people pause, connect, belong and discover that they matter.

The Common Ground Host creates the atmosphere where belonging begins. You'll cultivate a café that is warm, generous and full of life - a place where great coffee and good food create opportunities for conversation, connection and community. In addition, working with the Centre Host, you will ensure the space is always clean and safe.

Working alongside volunteers, colleagues and local people, you'll help shape Common Ground into the social heart of LifeLine Centre.

You'll notice:

People before orders

Relationships before transactions

Hospitality before service

What you'll do

Practice radical hospitality

Hospitality is more than serving coffee. It's noticing people. You'll create an environment where people naturally gather by:

- Creating a warm, welcoming atmosphere where everyone feels at ease.
- Noticing people who may be visiting for the first time and help them feel at home.
- Learn people's names and stories.
- Create opportunities for conversation without forcing them.
- Shaping a café experience that encourages people to linger, connect and belong.
- Be attentive to those who may be isolated or lacking confidence.
- Ensuring Common Ground reflects the values of generosity, inclusion and friendship.

Create food that brings people together

You'll:

- Develop a simple, high-quality café offer centred around excellent coffee, breakfast and light meals.
- Create menus that are accessible, seasonal and welcoming.
- Look for opportunities to involve local people in shaping the café offer.
- Ensure every part of the café reflects care and quality.

What you'll do

Grow a team of hosts

Hospitality grows through people. Working with the Centre host you'll

- Invite volunteers into the life of the café.
- Encourage people to discover their gifts and confidence.
- Support volunteers to become outstanding hosts themselves.
- Build a culture where everyone takes ownership of creating a welcoming space.
- Celebrate the contribution each person makes.
- Ensure the space is always clean and safe.

Help the centre come alive

You'll:

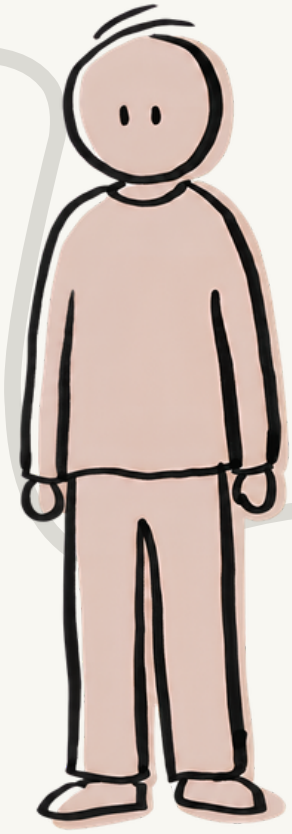
- Work alongside the Community Centre Host and wider team to support events and activities.
- Help people discover what's happening across the Centre.
- Introduce visitors to opportunities to become involved.
- Use the café as a place where ideas, friendships and initiatives naturally emerge.

What you'll do

Organise the café well

You'll:

- Ensure outstanding food hygiene and health & safety standards.
- Manage ordering, stock and day-to-day operations.
- Care for the entire Centre as a welcoming, beautiful and well-loved environment.
- Help Common Ground become financially sustainable through excellent hospitality and thoughtful stewardship.



Person Specification

Essential Experience
You are someone who...

- Has experience in hospitality, cafés or food service (paid or voluntary).
- Enjoys creating welcoming environments.
- Has worked alongside volunteers or teams.
- Can prepare and serve simple, high-quality food.
- Understands excellent customer service, while recognising that hospitality is about relationships as much as transactions.

Essential Skills
You...

- Have or be willing to secure a Level 2 or above Food & Hygiene Qualification
- Make people feel comfortable quickly.
- Stay calm under pressure.
- Take pride in creating inviting spaces.
- Manage people and resources effectively.
- Can prepare food safely and confidently.
- Communicate warmly with people from every background.
- Are confident in handling sales and financial transactions

Community Resources

LifeLine Centre Host

Reports to: Chief Executive
Location: LifeLine Centre
Hours: 35 hours per week (open to job share)
Salary: £29,120 (20 days annual leave + 8 days public holidays)

Purpose of the role

The Centre Host cultivates the conditions where community can flourish.

Working alongside residents, volunteers, partners and colleagues, the Centre Host cultivates the conditions where people find friendship and purpose.

Rather than delivering programmes, you'll notice possibilities.

Rather than solving problems, you'll connect people.

Rather than leading from the front, you'll create the space for others to lead.

You'll help uncover the strengths, passions and ideas already present within the community and support people to turn them into meaningful action.

Cultivating the conditions where community can flourish

What you'll do

Weave Connections

Communities grow through relationships. Your role is to help those relationships happen.

You'll create the conditions for trusted relationships to develop with people from every part of the community. This will include:

- Introducing people with shared interests, passions and ideas.
- Noticing the gifts, skills and experiences people already possess.
- Connecting people with other organisations, businesses and community groups.
- Creating opportunities for people who may never otherwise meet.
- Develop an atmosphere where diversity is celebrated.
- Notice who isn't yet involved and gently remove barriers to participation.
- Create spaces where people feel able to contribute, not simply attend

Host

LifeLine Centre is more than a building. It's a place where new ideas take root. You'll:

- Listen deeply to what matters to local people.
- Create welcoming spaces where conversations can become collaborations.
- Encourage experimentation rather than perfection.
- Support people to shape activities, events and initiatives themselves.

What you'll do

Grow local leadership

We believe everyone has something to contribute. You'll help people discover that.

You'll:

- Encourage people to move from participant to contributor.
- Support volunteers, community champions and local leaders.
- Walk alongside people as their confidence and leadership grows.
- Create opportunities for shared ownership rather than dependency.
- Celebrate the gifts and achievements of others.

Invest in our neighbourhood

No organisation builds community on its own.

You'll:

- Develop relationships with local charities, schools, faith communities, businesses and public services.
- Look for opportunities to collaborate rather than compete.
- Connect people and organisations around shared purpose.
- Help the LifeLine Centre become an active part of the wider neighbourhood.

What you'll do

Learn, reflect and grow

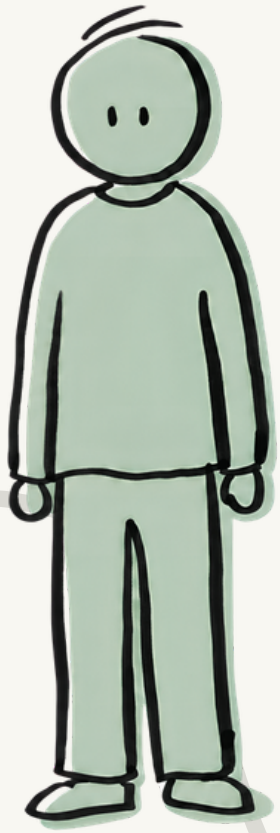
Community isn't measured only through numbers. It's seen in relationships, confidence and belonging.
You'll:

- Gather stories of change and transformation.
- Capture learning from what works and what doesn't.
- Monitor participation and inclusion.
- Use feedback to help Community Resources to continually evolve.
- Share the impact of the Centre with colleagues, funders and partners.

Build sustainability

Working alongside the Chief Executive and colleagues, you'll help ensure the Centre is sustainable for the future.
This includes:

- Supporting income generation through activities, partnerships and use of the building.
- Helping identify opportunities for funding and collaboration.
- Looking after the Centre as a welcoming shared space.
- Contributing to the wider vision of Community Resources.



Person Specification

Essential Experience
You are someone who...

- Has experience bringing people together around shared purpose.
- Has worked within communities, neighbourhoods or voluntary organisations.
- Has supported volunteers, residents or community leaders.
- Has built partnerships across different organisations and sectors.
- Has facilitated groups, conversations or collaborative projects.

Essential Skills
You are someone who...

- Builds trust naturally.
- Connects people instinctively.
- Listens deeply and with curiosity.
- Makes others feel welcomed and included.
- Is organised without becoming bureaucratic.
- Can hold uncertainty while helping others move forward.
- Communicates confidently with people from all backgrounds.
- Is comfortable using digital tools and social media.
- Thinks entrepreneurially in a community context.



LifeLine Centre

352 - 364 Valence Avenue
Dagenham
RM8 3QU

www.communityresources.co.uk

LifeLine Church

Community Resources

Community Resources is a charity registered in England and Wales, no. 1140209