



**Job Title:** Community Manager  
**Organisation:** UP – The Adult Cerebral Palsy Movement  
**Location:** Remote (UK-based), with travel for regional outreach events  
**Salary:** £32,000 per annum  
**Contract Type:** Full-time, 30 month (2.5 years) fixed term  
**Reporting to:** CEO  
**Funded by:** National Lottery Community Fund

28 Arcadia Avenue  
London  
N3 2FG

T. 07951 019 508  
E. [hello@upmovement.org.uk](mailto:hello@upmovement.org.uk)  
[www.upmovement.org.uk](http://www.upmovement.org.uk)

Charity number: 1179458

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## About UP

UP is the only UK charity solely dedicated to improving the lives of adults with Cerebral Palsy (CP). Our mission is to empower the 130,000 adults in the UK living with CP to lead full, active lives, with equitable access to healthcare, community support, and meaningful opportunities.

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## About the Role

This is a unique opportunity to contribute to the growth of a national, inclusive community and shape the future of adult CP support in the UK.

With the launch of our Community Support Programme, we are creating a “virtual community centre” to reduce social isolation, promote health and wellbeing, and strengthen the collective voice of the adult CP community.

As our new Community Manager, you will be at the heart of this programme, helping to grow, support and empower our community, through connection, education and advocacy. You will be working to help create a programme aimed at reducing social isolation, fostering peer support, and empowering the community through education, connection, and advocacy. This role requires active travel and presence at regional outreach events, where you will build direct relationships, listen to lived experiences and represent UP in community settings. This is an exciting opportunity to shape a national support network from the ground up.



Cerebral Palsy is lifelong



## Key Responsibilities

### Community Engagement & Growth

- Manage and grow our online and offline CP community, fostering a sense of trust, connection, and belonging.
- Design and manage communications with members across platforms and mailing lists.
- Travel to and engage with regional hubs, community partners and peer networks to build visibility around the UK.
- Build relationships with allies, other charities, allied organisations and service providers to enhance collaboration and outreach.
- Develop and implement strategies to attract and retain members, ensuring broad reach across geography, gender, ethnicity, and access needs.

### Programme Delivery & Events

- Lead the delivery of our Midweek Matters series and new virtual community offerings as well as design and launch new virtual initiatives to support mental health and wellbeing.
- Coordinate virtual and in-person community events, including content planning, logistics, and speaker outreach.
- Develop a welcoming, accessible, and inclusive virtual community culture.
- Liaise with community members to ensure our offering reflects their interests, voices, and needs.
- Champion the use of lived experience in shaping activities.
- Track participation, feedback, and community satisfaction and use surveys, case studies, and engagement data to report on programme progress and impact.

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## Who We're Looking For

### Essential

- Event planning experience, online or in-person.
- Experience in community engagement, support work, or programme delivery.
- Excellent communication skills—verbal, written, and digital.
- Highly organised, with ability to manage multiple tasks and projects.
- Tech-savvy and comfortable with remote tools (Zoom, social media, basic content management).
- Ability to work independently and as part of a small, dedicated team.
- Empathy and understanding of the lived experience of disability (lived or learned).
- Passion for equity, inclusion, and social justice.



### Desirable

- Experience working with or within the disability community.
  - Experience facilitating support groups or community-led initiatives.
  - Knowledge of Cerebral Palsy or long-term health conditions.
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### Why Join Us?

You'll be joining a small, passionate, and growing team making a big difference. We are grassroots, community-led, and driven by the belief that adults with CP deserve visibility, voice, and choice. This role offers a unique opportunity to build something truly impactful from the ground up.

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### How to Apply

Please send your CV and a covering letter (no more than 2 pages) outlining your experience and why this role excites you, to [jobs@upmovement.org.uk](mailto:jobs@upmovement.org.uk)  
Closing date for applications is 20th of March with interview dates on **30th and 31st March**

For informal enquiries or questions, contact [jobs@upmovement.org.uk](mailto:jobs@upmovement.org.uk)