CommUNITY Barnet, is an award-winning community development and infrastructure charity committed to improving the lives of residents and communities. We are currently recruiting for a dynamic new Programme Director for our resident-led ‘W12Together programme’, based in West London.

W12Together are one of 150 resident-led Partnerships, funded by the National Lottery through the Big Local Scheme; W12 delivers a programme of community-based activities, designed to improve the quality of life for all residents in W12 (Wormholt and White City).

As W12Together’s new Programme Director you will lead a dynamic staff team, ensuring the timely and effective implementation of a variety of projects related to youth, health, community events, spaces, local initiatives and any other priorities identified by W12Together and commissioned partners, and will continuously monitor and evaluate these projects. You will lead strategic and operational planning, ensuring effective management and governance are in place and will develop and manage strategic partnerships, including fostering and sustaining collaboration with statutory agencies, community organisations, local networks, and communities. You will work closely with W12’s Partnerships Board to build a legacy that tackles key issues and inspires the community to generate fundamental changes that make a difference.

To apply for this role, you will be a skilled community development professional, with significant experience of leading multi-faceted programmes and teams. You will have demonstrable experience of consulting communities and using a range of techniques to uncover needs, issues, and solutions and will have extensive experience of building partnerships and managing a variety of stakeholder relationships for service development purposes. You will also have experience of winning funds through bids and applications to grant-giving statutory bodies and/or foundations. Overall, you will be a strong communicator, passionate about delivering impactful community-enriching programmes.

This is a hybrid-working position. The post holder will be expected to work onsite (Wormholt & White City) for 2-3 days per week.

As a flexible employer we encourage applicants to consider job sharing responsibilities of the post splitting the work in accordance with key skills. E.g. Programme manager and fundraising as a crude example.

CommUNITY Barnet are the Locally Trusted Organisation for W12Together and directly employ all staff. For more information about Locally Trusted Organisations, please follow this link: [https://localtrust.org.uk/big-local/programme-guidance/locally-trusted-organisations/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Flocaltrust.org.uk%2Fbig-local%2Fprogramme-guidance%2Flocally-trusted-organisations%2F&data=04%7C01%7CVictoria.Savva%40prospect-us.co.uk%7C4490b89dc21a417f56b608da0b4086f1%7C15c0b4e8014b482fb3ec36b9718e544f%7C0%7C0%7C637834669143738782%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=zVW%2FqSAi6h6loqICIyORmueLYBQzLWMWHB1DBw9GDZI%3D&reserved=0)

**Job Description  
W12Together Programme Director**

**JOB TITLE**: Programme Director

**SALARY SCALE**: £40,000 - £45,000 per annum, 35 hours per week

**LENGTH OF CONTRACT**: Until 31 March 2024, with the possibility of extension

**RESPONSIBLE TO**: W12Together Big Local Partnership Board

**LINE MANAGED BY**: CommUNITY Barnet - Head of Community Services

**LOCATION**: Hybrid-working. The post holder will be expected to work onsite (Wormholt & White City) for 2-3 days per week

**PROBATION PERIOD**: 6 months

**ANNUAL LEAVE**: 28 days per annum excluding bank holidays

**PENSION PAYMENT:** CommUNITY Barnet, the Locally Trusted Organisation for the W12Together Big Local, will make a pension contribution into a workplace pension scheme

**EXPENSES:** Staff may claim travel expenses, at the agreed rate, for journeys which are necessary in the course of their work. Claims for additional expenses will be reimbursed in accordance with our expenses policy.

**JOB SCOPE:** Based in Wormholt and White City, W12Together are one of 150 resident led Partnerships, funded by the National Lottery through the Big Local Scheme. We have been given £1m over 10 years which ends in 2026. We have delivered a programme of activities that has improved the quality of life for all residents in W12. The Programme Director will be an outstanding individual who will lead a dynamic staff team. Together they will elevate the Partnership to build a legacy that tackles key issues and inspires the community to generate fundamental changes that make a difference beyond 2026.

The candidate will have a first-rate track record in raising funds from multiple sources; provide excellent management and strategic direction; able to make sound judgements; provide a high level of planning and organisation; be solution focussed with exceptional interpersonal skills.

**TO APPLY**

Should you be interested kindly send your latest CV outlining your project management experience. Your CV MUST be complemented by a one-page cover letter outlining why you believe you are suitable for the post and any past experience underpinning this.

Please send your application to [info@communitybarnet.org.uk](mailto:info@communitybarnet.org.uk)

The closing date for this role is Monday 20th June at 9am.

Interviews will be held week commencing Monday 27th June.

**MAIN TASKS AND RESPONSIBILITIES**

1. **Programme delivery:** responsibility for delivering the W12 Together Plan:
   1. ensure timely and effective implementation of projects related to youth, health, community events, spaces, local initiatives and any other priorities identified by W12Together and commissioned partners
   2. Lead strategic and operational planning, ensuring effective management and governance are in place
   3. Continuously monitor and evaluate projects supported by W12
2. **Partnership building and relationship management:** Develop and manage strategic partnerships for W12Together, including:
   1. Fostering and sustaining collaboration with statutory agencies, community organisations, local networks, and communities.
   2. Building sustainable coalitions, joint projects and collective action among local organisations and people.
   3. Managing relationships with strategic partner organisations, central to the realisation of the W12Together vision and mission including the local community leaders and substantive partners
3. **Sustainable Development** to ensure the partnerships vision and mission continues beyond the commitment of the Big Local grant: develop and deliver a fundraising strategy for W12Together:

* 1. Identify, match and access suitable income sources to build the reach, impact, and legacy for the partnership’s work.
  2. Identifying W12Together projects, suitable for bringing in external funding and designing/preparing them accordingly,
  3. Devising sustainable business models for initiatives such as a festival and the newsletter

1. **Line management and reporting**:
   1. Line management of W12Together staff, ensuring strong performance and supporting their learning and development
   2. Building an effective relationship with and reporting to the W12Together partnership board
2. Other responsibilities include:
   1. Adhere to and promote Big Local vision Ethos and policies as agreed by the Partnership, and all relevant legislation (including health & safety, data protection, and equality)
   2. Liaise with representatives from Local Trust (Big Local), keeping informed about Big Local systems, expectations, and opportunities, communicating these to the Partnership, and attending networking/learning events as appropriate
   3. Be self-supporting in terms of administration and liaise with any admin support to maintain record-keeping of projects
   4. Undertake other duties commensurate with the purpose of the post as directed by the designated line manager and the W12 Together Big Local Partnership.

**Safeguarding Responsibilities**

* The contract of employment is subject to your completion of a satisfactory standard disclosure from the Disclosure and Barring Service.
* Upon commencement of employment, you will be required to undertake safeguarding training.
* To be the designated safeguarding lead (DSL) for the W12 community
* Maintain and update a risk register

**GDPR Responsibilities:** You shall comply with all relevant data protection legislation and any CommUNITY Barnet policy regarding data protection when processing personal data in the course of your employment including personal data relating to any employee, supplier or agent of CommUNITY Barnet.

**PERSON SPECIFICATION**

E = Essential D = Desirable

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| --- | --- | --- |
| **Knowledge and Experience** | **E/D** | **How measured** |
| Extensive experience working in community development in any of the following  regeneration, housing, family support, youth work | E | Application/Interview |
| Good written and oral communication skills; ability to communicate effectively with a wide range of people | E | Application/Interview |
| Demonstrable experience of leading multifaceted  programmes, with excellent project management skills | E | Application/Interview |
| Experience of managing a variety of stakeholder relationships at a senior level and building partnerships | E | Application/Interview |
| Fundraising experience and a proven track record of winning funds through bids and applications to grant giving, statutory bodies and/or foundations | E | Application/Interview |
| Demonstratable experience of Income generation and fundraising  With and ability to understand and improve financial controls, reporting processes and to scrutinise financial reports | E | Application/Interview |
| Experience of leading and managing a team including the ability to motivate and develop people to deliver high levels of performance | E | Application/Interview |
| Knowledge of West London, ideally Hammersmith and Fulham and Wormholt and White City itself | D | Application/Interview |
| An understanding of the aims of Big Local | D | Application/Interview |
| Lives in Hammersmith & Fulham | D | Application |
| Demonstrable experience consulting communities and using a range of techniques to uncover needs, issues, and solutions | E | Application/ interview |

**About CommUNITY Barnet**

You will be employed by CommUNITY Barnet, the locally trusted organisation, who together with the Partnership Board is responsible for the delivery of the W12 Together Programme and Plan.

For more information about Locally Trusted Organisations, please follow this link: <https://localtrust.org.uk/big-local/programme-guidance/locally-trusted-organisations/>

Community Barnet (CB) is an award-winning community development and infrastructure charity committed to improving the lives of residents and communities. Services include civic activity and representation (enabling residents to represent and advocate for themselves), fundraising by and for local communities, mental health and wellbeing, community development with those most in need and capacity building to other community organisations. We are the Locally Trusted Organisation for W12Together and directly employ all staff.