

Job Description

Job title:	Programme Director
Place of work:	The Lodge, Gaysham Avenue, Gants Hill, IG2 6TD
Hours of work:	35 hours per week
Responsible to:	Chief Executive Officer
Responsible for:	Sector Development Programme Manager Community Development Programme Manager Youth Leadership Programme Manager
Contract:	Permanent
Salary:	£52,000 per annum

About Community Action Redbridge

Community Action Redbridge is a local infrastructure charity dedicated to building a fairer Redbridge where everyone and every community has an equal opportunity to thrive. Through our work, we support the development of strong and resilient communities where people lead happy, healthy, and fulfilling lives.

At the heart of our work is a commitment to social justice and to tackling the root causes of inequality. We're passionate about shifting power, amplifying community voices, and working collaboratively to create social change.

We do this by:

- Strengthening and championing the voluntary, community and social enterprise (VCSE) sector, so local organisations have the tools and support they need to grow and thrive.
- Supporting local people to drive change in their own communities, through social action, volunteering and active participation.
- Bringing people and organisations together, from the VCSE sector, public services, and local businesses, to collaborate on shared ambitions for Redbridge.

Job Purpose

As Programme Director, you will play a central role in achieving our vision of a fairer Redbridge where every one and every community has an equal opportunity to thrive.

You will lead the development of high-impact programmes that respond to local priorities and deliver against our long-term goals. Through your leadership, you will foster a culture of collaboration and continuous learning – ensuring our work

is co-produced, grounded in insight, and focused on the outcomes that matter most to the people and communities we serve.

Working collaboratively with partners, funders, and stakeholders, you will help shape innovative and inclusive approaches to tackling complex social challenges. As a trusted voice for the voluntary, community, and social enterprise (VCSE) sector, you will help amplify community leadership and influence systems, policy and practice to address structural inequalities.

You will also cultivate an empowering and inclusive team culture, promoting wellbeing and professional development, while embedding a strong focus on impact, accountability, and shared organisational values: shifting power, collaborating, learning, and seeing the bigger picture.

Please note that this role can be offered on a hybrid basis, with a minimum of three days per week in the office. As an organisation rooted in community, we believe that regular in-office presence is important to foster collaboration, connection and team cohesion.

What you'll do

Strategic Leadership and Development

- Provide clear, strategic leadership across a range of complex, interconnected programmes, ensuring they are aligned Community Action Redbridge's mission, strategy and values.
- Drive the continuous development and enhancement of programmes, fostering innovation, co-production, and evidence-based practice to ensure they remain responsive, impactful, and reflect the priorities of our members and communities.
- Oversee the effective planning, management, and delivery of programmes, ensuring effective risk management, compliance with relevant policies and regulations, and achievement of agreed outcomes, objectives and quality standards.
- Lead, inspire, and develop programme managers and their teams, setting high expectations, modelling values-based leadership, and ensuring consistent performance management, professional development, and wellbeing support.
- Promote cross-programme collaboration and learning to maximise impact and resource efficiency.
- Work collaboratively with the CEO and senior leadership team to develop organisational strategy and monitoring, evaluation and learning frameworks.

Influencing and Systems Change

- Cultivate and nurture collaborative relationships with key stakeholders, including the local authority, NHS partners, VCSE organisations, funders, and policymakers, fostering mutual trust and shared purpose.
- Identify opportunities to co-create and influence change in systems, policies and practice, working collaboratively to dismantle structural inequalities and elevate the voice and leadership of the VCSE sector.
- Convene and facilitate system partners to collaborate around shared goals, centring the priorities and strengths of our members and communities.
- Represent Community Action Redbridge, and the interests of our members and communities, in strategic forums and partnership boards, modelling inclusive leadership and actively fostering collaboration to drive collective impact.

Financial Oversight and Sustainability

- Provide strategic oversight of programme budgets by monitoring the overall financial health across programmes, ensuring expenditure complies with funder conditions and organisational policies, identifying financial risks early and taking appropriate action, and supporting Programme Managers through guidance to ensure budgets are realistic and sustainable.
- Ensure financial decisions align with long-term strategy, so programmes remain viable and impactful
- Provide strategic leadership for fundraising across the programme team, overseeing the development and quality of funding proposals for both commissioned and grant-funded projects.
- Work collaboratively with the CEO and senior leadership team on the development and implementation of organisational fundraising strategy, fundraising plans, and financial resilience planning to support long-term sustainability.

Monitoring, Evaluation and Learning

- Oversee the design and implementation of robust monitoring and evaluation frameworks across programmes, ensuring consistent, high-quality data collection, analysis, and measurement of outcomes and long-term impact. Provide guidance and support to programme managers to embed both qualitative and quantitative approaches that drive learning and continuous improvement
- Foster a culture of reflective practice and evidence-based decision-making within the Programmes Team.
- Oversee the preparation of accurate, timely, and transparent reports for the Board of Trustees, funders, and other stakeholders.

General Duties

- Actively contribute to collective decision-making as a member of the Senior Leadership Team, ensuring a cohesive, collaborative approach to organisational leadership.

- Share responsibility for organisational governance, risk management, compliance, and long-term sustainability.
- Lead or contribute to organisation-wide development priorities, cross-cutting initiatives, and strategic projects as required.
- Actively promote a culture of continuous improvement, learning and innovation.
- Practise and actively promote Community Action Redbridge values and ways of working.
- Actively promote diversity, equity and inclusion, and help to ensure that Community Action Redbridge works anti-oppressively and challenges injustice.
- Contribute to the continuous development and performance of the organisation.
- Actively participate in support and supervision, annual appraisals, team meetings, away days and appropriate training and development opportunities.
- Adhere to all Community Action Redbridge policies and procedures.
- Undertake any other duties as required and in line with the purpose of the post.

This is a description of the job as it is presently constituted. It is the practice of Community Action Redbridge to periodically review role descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the organisation to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you.

Community Action Redbridge is committed to safeguarding and promoting the welfare of children and vulnerable adults. Please note that this post is subject to a basic DBS check.

We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.

All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, Community Action Redbridge may employ positive action where candidates from underrepresented groups can demonstrate their ability to perform the role equally well.

Person Specification

	Essential	Desirable
Education		
Knowledge, skills and experience	<ul style="list-style-type: none"> • Excellent understanding of whole-system working and the principles of systems change. • Excellent digital literacy, with the ability to confidently use Microsoft 365 and other digital systems and tools. Skilled in modelling digital fluency with the ability to nurture a culture of digital innovation. • Exceptional written and verbal communication skills, with a proven ability to engage diverse stakeholders and articulate complex ideas clearly and persuasively • Exceptional organisational and time management skills, with the ability to strategically prioritise competing demands while adapting effectively to a dynamic and evolving environment. • Proven ability to provide strategic oversight and leadership across multiple complex programmes, bringing work together in a coordinated way, making the best use of resources, and ensuring alignment with organisational mission and strategic priorities. • Ability to provide strategic leadership in using systems change thinking to design monitoring and evaluation approaches that focus on long-term impact, ensuring the organisation measures long-term impact while fostering continuous learning and improvement. • Proven strategic leadership in embedding a culture of data-driven decision-making, championing the use of robust evidence and insights to shape organisational strategy, drive innovation, and enhance long-term impact. • Excellent strategic problem-solving and decision-making skills, with the ability to assess complex situations, balance competing priorities, and exercise sound judgement to make timely, evidence-informed decisions in a dynamic environment • Demonstrable leadership in building collaborative cultures across organisations and sectors. Skilled at aligning efforts across programmes, convening diverse stakeholders around shared goals, and modelling inclusive and collaborative ways of working. • Strong strategic leadership and people management skills, with a track record of building and sustaining high-performing, values-led teams. Proven ability to model inclusive leadership, champion professional development, and create the conditions for others to lead, thrive, and collaborate effectively. 	

	<ul style="list-style-type: none"> • Proven experience of financial oversight across multiple projects and programmes, with the ability to review budgets, monitor overall expenditure, and contribute to organisational financial resilience and sustainability planning. Skilled in identifying financial risks and opportunities to support strategic planning and informed decision-making • Proven ability to build and sustain strategic relationships with a diverse range of stakeholders, including partners, policymakers and funders, to influence change, align efforts across sectors, and support collective impact. • Significant experience of fundraising from a diverse range of income sources, including public sector commissioning and trusts and foundations. Ability to contribute to the development of fundraising strategy and plans, aligning income generation with organisational priorities and long-term sustainability. • Strong ability to oversee compliance with organisational policies and procedures, ensuring programmes and activities are delivered in line with legal, regulatory, and internal standards. Able to identify when specialist advice is needed and ensure appropriate action is taken to manage risk and maintain organisational integrity. 	
Personal attributes	<ul style="list-style-type: none"> • Passionate about social justice with a strong commitment to Community Action Redbridge's values and mission. • Proactive and self-motivated, with a "can-do" approach • An open and respectful approach grounded in cultural humility, with the ability to engage sensitively and effectively with diverse communities • Resilient and comfortable with ambiguity, with a calm and solution-focused approach when navigating change, complexity, and uncertainty • Reflective and self-aware, committed to continuous learning and personal development. 	
Other requirements	<ul style="list-style-type: none"> • A commitment to diversity, equity and inclusion, and to working anti-oppressively and challenging injustice. • A willingness to work flexibly, including occasional evenings/weekends by prior arrangement. 	