

Job Description

Job title:	Sector Development Programme Manager
Place of work:	The Lodge, Gaysham Avenue, Gants Hill, IG2 6TD
Hours of work:	35 hours per week
Responsible to:	Programme Director
Responsible for:	Volunteering Lead, Funding & Development Lead
Contract:	Permanent
Salary:	£39,850 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, faith and social enterprise (VCFSE) 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 VCFSE sector, public services, and local businesses, to collaborate on shared ambitions for Redbridge.

Job Purpose

This is a pivotal leadership role at the heart of our vision for a fairer, more equitable borough through supporting a vibrant and thriving VCSE sector. A strong, connected, and sustainable VCSE sector is essential to building resilient communities and driving social change.

This role exists to create the conditions in which VCSE organisations can do their best work — supporting them to strengthen their sustainability, amplify their collective voice, and increase awareness and recognition of the vital work they do.

The postholder will lead the design and delivery of a programme of support that strengthens, connects, and champions the local sector. They will oversee and enhance our existing offer while leading work to build the sector's connective infrastructure. This will include working collaboratively with our members to develop strong, inclusive networks that reflect their priorities, foster collaboration, peer support, and shared learning, and build a more unified and representative sector voice - ensuring that the insight and expertise of VCSE organisations meaningfully influence local systems, policy, and practice.

With a commitment to equity, collaboration, and community-led development, the Sector Development Programme Manager will work closely with partners, funders, and stakeholders to raise the profile of the local VCSE sector and advocate for the investment, recognition, and support it needs. They will bring strategic leadership and programme management expertise, along with a deep understanding of the sector's role in tackling inequalities and driving social change.

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

Programme Management and Leadership

- Provide strategic leadership across all VCSE sector development projects, ensuring they are aligned with organisational strategy and local priorities.
- Ensure that programme design and delivery builds on the strengths and priorities of the VCSE sector, is informed by those working within it, and takes account of the wider structural barriers and enablers that impact the sector's sustainability and voice.
- Oversee programme planning and ensure coordination across projects, identifying opportunities for greater integration and collaboration.
- Support project leads and managers to develop, implement and review project workplans, ensuring delivery against agreed activities, outputs, outcomes.
- Lead on programme-level budget monitoring, ensuring effective use of resources, alignment with funder requirements, and strong financial management across all projects.
- Lead regular programme-level reviews and reflective practice sessions to share learning, drive continuous improvement, and strengthen impact

- Lead on programme-level risk management and oversee risk management across projects, ensuring risks are identified, monitored, and pro-actively addressed.
- Ensure that robust systems are in place for safeguarding, data protection, and compliance across the programme.

Monitoring, Evaluation and Impact

- Lead the design and implementation of robust monitoring and evaluation frameworks and approaches, incorporating both qualitative and quantitative methods, to ensure consistent, high-quality data collection, analysis, and measurement of project outcomes and long-term impact.
- Ensure the use of relevant evaluation tools such as theory of change, logic models, and participatory methods to actively engage communities and stakeholders in reflecting on progress and fostering learning.
- Promote a culture of data-driven decision-making by supporting project leads and managers to critically analyse data and translate findings into actionable improvements across the programme.
- Draw and disseminate learning and insights from programme data and feedback to inform ongoing programme development, shape organisational strategy, and support wider systems change and influence policy and practice.

Line Management and Staff Development

- Line manage project leads and managers, providing regular supervision, support, and annual appraisals. Support staff to reflect on performance, identify development needs, and set goals that align with programme and organisational priorities.
- Foster a positive, inclusive, and high-performing team culture aligned with Community Action Redbridge's values.
- Support project managers in their own line management responsibilities, helping them develop strong leadership and management practices within their teams
- Lead on identifying and planning training and development for your programme team, supporting staff growth and progression.
- Contribute insights and priorities from the programme to inform organisational learning and development planning.

Partnerships, Collaboration and Representation

- Build and maintain strong working relationships with external partners including other VCSE sector organisations, statutory bodies, and funders.
- Represent Community Action Redbridge in external networks and forums.
- Support project leads and managers to cultivate local partnerships, foster collaboration, and align work with wider community and system priorities.

- Champion the role, value, and expertise of the VCSE sector in cross-sector collaboration, ensuring its contribution is recognised and embedded in local strategies and system-level decision-making.
- Champion inclusion by actively creating space for diverse VCSE voices, particularly underrepresented groups, to shape local priorities and inform strategic decision-making through partnership and cross-sector collaboration.

Income Generation and Programme Sustainability

- Lead fundraising for the sector development programme, working with the Programme Director to identify funding opportunities, develop strategic cases for support, and write or contribute to high-quality bids for both commissioned and grant-funded work.
- Monitor funding trends and proactively identify opportunities to grow and sustain the programme.

Organisational Learning, Development and Strategy

- Contribute actively to cross-organisational leadership and planning, bringing strategic insight from the sector development programme to inform organisational priorities and decision-making.
- Share learning and insights to support organisational strategy, drive innovation, and shape external influencing priorities.
- Model inclusive, collaborative leadership and help shape a culture of reflection, innovation, and shared leadership across Community Action Redbridge.

General Duties

- 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 Community Action Redbridge.
- Help raise the profile of Community Action Redbridge and uphold our brand by representing the organisation positively and following brand guidelines in all communications and activities.
- Adhere to all Community Action Redbridge policies and procedures.
- Actively participate in support and supervision, annual appraisals, team meetings, away days and appropriate training and development opportunities
- 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, the organisation 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 and skills	• Substantial experience in project or programme management roles. • Deep understanding of the diverse and dynamic nature of the VCSE sector, including the challenges faced by smaller, grassroots, and marginalised organisations. • Excellent knowledge and understanding of asset-based community development principles and the ability to embed them within sector capacity building and leadership work. • Excellent knowledge and understanding of participatory approaches to project and programme design, delivery, and evaluation. • Excellent digital literacy, with the ability to confidently use Microsoft 365 and other digital systems and tools to oversee and integrate multiple projects, manage data, and enable collaboration. • Excellent written and verbal communication skills, adept at translating complex information into clear, compelling messages for diverse internal and external audiences. • Excellent time management and organisational skills with a proven ability to design and oversee systems, processes, and workflows that support effective programme and team management. • Ability to provide strategic leadership across multiple projects and workstreams, ensuring they are well coordinated, work well together, and align with overarching organisational objectives. • Excellent understanding of data protection principles and confidentiality requirements, with a proven ability to implement and maintain best practice to safeguard sensitive information • Excellent understanding of theory of change methodology, with the ability to design and implement monitoring and evaluation approaches that effectively measure programme progress and outcomes against intended impact. • Excellent ability to analyse and interpret complex data, transforming it into clear insights that demonstrate impact, inform strategic decision-making, and guide continuous programme development. • Strong problem-solving and decision-making skills, with the ability to respond to emerging challenges, evaluate options, and take timely, evidence-informed action to keep programmes on track and aligned with organisational goals.	

	Essential	Desirable
	• Skilled in fostering a collaborative working environment with the ability to lead teams across interconnected projects, creating the conditions for effective cross-team working and knowledge sharing. • Proven experience of managing and developing staff across multiple workstreams, with the ability to foster high-performing teams, support professional growth, and nurture leadership at all levels. Fosters an empowering, inclusive team culture that reflects organisational values. • Proven ability to oversee project budgets, monitor expenditure, and manage financial risks • Proven ability to build trust and credibility with senior stakeholders, and foster strong, effective partnerships with individuals, teams, and organisations across sectors to support shared goals and long-term impact. • Proven ability to lead fundraising activities for programmes, including writing high-quality funding applications for both commissioned contracts and grant funding from public sector bodies and charitable trusts and foundations	
Personal attributes	• 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	• 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.	