

Community Programmes Manager Application Pack

Date: 17th February 2026



Job Title:	Community Programmes Manager
Salary:	£35,000 per annum +3% pension contribution
Working hours:	13 hours per week (job share)
Contract length:	Permanent
Reports to:	Programme Director
Based:	Hybrid, Tottenham Town Hall office

About Public Voice

Public Voice is a London-based nonprofit that supports residents and communities to be heard, improve services, and address health inequalities. As part of our work, Public Voice delivers programmes and services that empower people, and lead to better health, care and social outcomes, for individuals and community.

The role

We are looking to appoint a Community Programmes Manager who can manage teams and ensure delivery of quality services effectively to meet targets and service specifications. They will be expected to work collaboratively with partners, manage resources and budgets, and report consistently to commissioners and funders to ensure services are delivering impact and affecting change.

Reporting to the Programmes Director, you will work closely to support strategic development of interventions that lead to better outcomes for individuals and communities; as well as building Public Voice's reputation as a leader in designing and delivering community programmes.

About You

We are looking for someone with a passion for addressing social inequalities, and working with communities. You will have a view to balancing positive individual outcomes with reaching as many of those most in need of help as possible.

You will be an inspiring leader, combining problem solving with excellent interpersonal and communication skills to successfully manage projects, partners and teams. You will be highly organised, with experience overseeing multiple competing demands and stakeholder relationships.

You will exhibit confidence to meet the expectations of commissioners and funders through monitoring and the timely productions of reports on service impact.

Above all, you will have a passion for making a difference, reducing inequalities and supporting thriving communities.

Job summary

You will ensure programmes and services deliver good outcomes efficiently.

Duties will include:

- Coordinating teams and managing resources efficiently to meet programme objectives
- Recruiting, coaching and empowering teams to deliver high performance
- Coordinating staff and team supervision and development, through objective setting, information sharing and team networking
- Identifying and mitigating risks
- Monitoring progress and managing data input for reporting, in Public Voice's CRM, or other databases and systems as required
- Supporting the Programmes Director in managing commissioner relationships and renewal of contracts
- Ensuring quality standards are implemented and observed, including safeguarding
- Developing working in partnership with key stakeholders by keeping them informed and engaged as well as attending relevant meetings
- Building links with key voluntary sector agencies, community organisations and relevant statutory partners in the London Borough of Haringey
- Working closely with internal comms team to support and promote project delivery, including project specific websites.

Values and Behaviours

1. Abiding by Public Voice policies and procedures, and ensuring they are understood and applied in our work
2. Aligning to Public Voice's values of Courage, Collaboration, Integrity and Inclusion
3. Warmth, empathy and respect for others
4. Promote equality and value diversity
5. Creative problem solver, and solution-focused
6. Effective team leader.

How to apply

For more information please download the application pack. To apply, please email a copy of your CV and a personal statement of no more than two sides of A4 detailing your suitability for the role to hello@publicvoice.uk. Deadline for applications is **9.00am on Monday 9th March 2026**. Shortlisted candidates will be invited for interview, with interviews being held week commencing 9th March 2026.

If you require the application pack in an alternative format or for any other enquiries, please call the office on 020 3196 1900.

Equality, diversity and inclusion

Public Voice is an equal opportunities employer and an anti-discrimination, pro-diversity and inclusion organisation.

We aim to go beyond the narrow scope of legislative compliance and follow best practice, making equality, fairness and diversity a fundamental part of all our activities.

We want to make sure that everyone is treated fairly and with dignity and respect by challenging discrimination and removing barriers. We recognise the benefits of different values, abilities, and perspectives, and celebrating people's differences. This means promoting an environment that welcomes and values diverse backgrounds, thinking, skills and experience.

We positively welcome applications from candidates from Black, Asian and Minority Ethnic groups and also welcome applications from disabled candidates.

We celebrate the diversity within our staff team who are representative of the diversity in our local communities and continually strive to provide equal access to all.

Person specification		
Qualifications	Essential	Desirable
Degree or equivalent professional experience in a related subject	E	
Relevant training/qualification in project or programme management		D
Experience		
Experience of project/programme management in a community and/or health setting	E	
Experience of managing diverse teams	E	
Experience monitoring and reporting on a project's outputs and outcomes	E	
Experience using databases, CRM and Excel for data recording and reporting		D
Experience of working effectively with a wide range of partners and other key stakeholders, including statutory and voluntary sector organisations	E	
Knowledge		
Good understanding of health and social care systems, and the voluntary sector	E	
Good understanding of Data Protection/GDPR compliance and the importance of confidentiality and protection of data.	E	
Understanding of finance/accounts, to manage a project budget		D
Skills		
Ability to motivate and empower people to achieve goals	E	
Good organisational skills, with the ability to manage multiple activities simultaneously	E	
Excellent ICT skills, including O365 apps. Comfort with digital social media – e.g. WhatsApp – and other digital forum platforms	E	

Good interpersonal skills, to build effective working relationships with a variety of internal and external stakeholders	E	
Good verbal and written communication skills, delivering messages with clarity and confidence		
Resilient and confident, able to work in a busy environment, sometimes under pressure	E	
Other		
A flexible approach, available for occasional working across weekends and evenings to suit the needs of the service	E	
A commitment to ongoing learning and development, adaptable to new projects and environments	E	
Understanding of and commitment to mission and values of Public Voice.	E	