

Job Description

Job Title: Pride in Place Lead	Service Area: Resident Engagement and Participation
Directorate: Change & Improvement	Job Number: Job Evaluation Number: 7881
Grade: PO4	Date last updated: 06/08/26 Date of last Evaluation: 06/08/26

People at the heart of everything we do

We are committed to putting people – Newham residents and council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Protecting our staff and services

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Corporate Parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

Little Ilford is located in the North-East of the London Borough of Newham. The government will be providing £20million of funding to Little Ilford Neighbourhood over a 10 year period as part of the Pride in Place Programme.

A Neighbourhood Board, in consultation with the wider community, will determine how the money should be spent on projects, programmes, events and other deliverables. A programme lead is required to work closely with the Little Ilford Neighbourhood Board,

project leads, partners and stakeholders to coordinate the delivery of a complex programme of projects.

The post-holder will ensure the programme is community-led, evidence-based, compliant with funding requirements, and aligned with the vision and plan agreed by the Neighbourhood Board.

The post-holder will support the Neighbourhood Board to translate community priorities and aspirations into deliverable projects and programmes, ensuring local people remain at the heart of decision-making throughout the life of the programme.

The post-holder will be responsible for monitoring and reporting of all programme activities, ensuring robust governance, effective community engagement, sound financial oversight, and successful delivery of approved projects.

The role requires strong partnership working, high-level programme management skills, and the ability to work autonomously and confidently with a range of stakeholders including Council Officers, residents, voluntary and community organisations, elected members, central government departments and delivery partners.

The postholder will act as the Council's principal lead for Pride in Place and the primary relationship manager for the Neighbourhood Board, Chair, residents and stakeholders. They will build trusted relationships across the community, support meaningful resident participation and co-production, and ensure that community priorities are translated into deliverable projects and programmes which achieve long-term outcomes for Little Ilford.

The postholder will ensure projects are delivered effectively, risks are managed proactively, and that the programme achieves meaningful long-term benefits for Little Ilford.

Job Summary

1. The postholder will procure and manage contractors and/or consultants as required.
2. The postholder has responsibility for project budgets.
3. The postholder may be required to work the occasional evening, weekend and public holiday in order to meet service requirements.
4. The postholder has specific Health and Safety responsibilities in respect of their own behaviour and conduct and how that affects others.
5. The postholder has specific risk management responsibilities in respect of the projects on which they work.

Key Tasks and Accountabilities

To take responsibility for:

Neighbourhood Board and Community Engagement

- Facilitate the operation of the Neighbourhood Board, including processing remuneration payments; ensuring suitable venues for Board meetings are organised; ensuring Board members are able to access relevant advice on financial, legal, procurement matters; and relevant governance is in place including agendas, papers, reports, minutes, action logs and decision records.
- Support the induction, development and ongoing effectiveness of the Chair and Board members, ensuring they have access to appropriate information, training, support and professional advice to fulfil their responsibilities.
- In partnership with the Neighbourhood Board, develop and deliver effective engagement plans, facilitating meaningful resident participation, co-design, and feedback loops, ensuring residents' voices shape programme direction and project design.
- Lead the development of long-term engagement and participation approaches that enable residents and stakeholders to influence decision-making throughout the life of the programme, ensuring engagement activity is inclusive, accessible and representative of Little Ilford's diverse communities.

Partnership and Stakeholder Management

- Act as the principal relationship manager for the Pride in Place Programme, establishing, developing and maintaining trusted and effective relationships with the Neighbourhood Board, Chair, residents, community organisations, elected members, delivery partners and other stakeholders.
- Develop effective partnerships across the public, voluntary, community, faith and business sectors, building consensus and collaboration to support successful programme delivery.
- Co-ordinate public communications, including updates, briefings, social media content and information for stakeholders.
- Act as the Council's lead representative for the Pride in Place Programme, representing the programme at community events, public meetings, consultations and partnership forums, promoting awareness, participation and confidence in the programme.

Programme Development and Delivery

- Support the Neighbourhood Board to identify, prioritise and develop projects and programmes that respond to community needs and opportunities, ensuring proposals are evidence-based, deliverable and aligned to agreed programme outcomes.
- Facilitate the development of the Neighbourhood Plan; co-ordinating with relevant Council departments and external organisations to provide appropriate advice to the Board on opportunities and constraints, as well as alignment to other programmes and workstreams.
- Procure and manage consultants, contractors and other delivery as required to support the Neighbourhood Board and delivery priorities.
- Co-ordinate and support project leads across multiple Council department and external organisations to develop clear, deliverable plans aligned to agreed budgets and timescales; and then proceed to progress delivery.

Governance, Finance and Accountability

- Act as the primary liaison between the Pride in Place Neighbourhood Board and Council services, ensuring strong governance, coordinated delivery and transparent decision-making.
- Lead on programme level governance, monitoring, reporting, risk management and evaluation for the Pride in Place Programme. Ensuring the programme is delivered in compliance with requirements of the grant funding and all submissions to MHCLG are completed accurately and on time.
- Manage and monitor the Pride in Place programme budget, ensuring grant funding is accurately claimed and allocated to budget codes. Monitoring, expenditure tracking and profiling, forecasting, claims, reporting and audit trails across a portfolio of projects and programmes.
- Prepare financial and performance reports for the Neighbourhood Board, Council leadership, and government departments, ensuring timely and accurate submission. As well as to provide verbal and written briefings to elected members and senior managers.
- Maintain comprehensive records in accordance with audit, data protection, and financial regulations. Ensure that project information is maintained and is accurate and complete on corporate systems
- Ensure the delivery of the Pride in Place Programme complies with Standing Orders, financial regulations and statutory obligations and ensure service procurement, commissioning and delivery is within London Borough of Newham's policy and related requirements.
- Undertake any other duties commensurate with the grade and nature of the role.

Person Specification

Job Title: Pride in Place Lead	Service Area: Resident Engagement & Participation
Directorate: Change & Improvement	Job Number: Job Evaluation Number:
Grade:	Date last updated: Date of last Evaluation:

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: - Knowledge and understanding of administering large and complex projects/programmes - Knowledge of grant funding and the voluntary/community sector	Application Form/Interview Application Form/Interview

• Effective knowledge and understanding of community engagement, co-production and participatory approaches. • In depth understanding of partnership working and stakeholder engagement within complex community and public sector environments. • An understanding of, and demonstrable commitment to, London Borough of Newham's vision and core values. • Awareness of public sector practice, the political environment and London Borough of Newham's diverse communities.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
QUALIFICATIONS: Relevant degree and/or professional qualification is desirable	Application Form
EXPERIENCE: • Managing substantial capital and revenue budgets • Managing multidisciplinary teams and projects • Managing community engagement, stakeholder consultation and partnership working • Building and maintaining effective relationships with residents, community organisations, elected members and partner agencies. • Supporting boards, steering groups or partnership structures involving residents, community organisations and public sector partners. • Developing and delivering engagement, participation or co-production programmes involving diverse communities.	Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview Application/Interview
SKILLS AND ABILITIES: • Presentation & communication skills • Contract management skills • Highly organised with good planning skills and ability to meet strict deadlines	Interview/Test Interview/Test Interview/Test Interview/Test

• Budget management • Report writing • Project management skills • Stakeholder management and relationship building skills. • Ability to engage, influence and build trust with diverse communities, partners and stakeholders. • Ability to communicate complex information clearly to a range of audiences and facilitate constructive dialogue between residents, partners and decision-makers.	Interview/Test Interview/Test Application/Interview/Test Application/Interview/Test Application/Interview/Test
PERSONAL STYLE AND BEHAVIOUR: • Builds trust, credibility and effective relationships with residents, stakeholders and partners. • Collaborative and inclusive, with a commitment to resident participation and co-production. • Politically aware and able to navigate complex stakeholder environments. • Proactive, organised and solution-focused, with the ability to work independently and manage competing priorities. • Demonstrates integrity, transparency and accountability, with a commitment to the values and priorities of the London Borough of Newham.	Interview/Test Interview/Test Interview/Test Interview/Test Interview/Test
OTHER SPECIAL REQUIREMENTS Basic DBS check. Willingness and ability to work evenings and weekends to maintain service delivery.	Satisfactory clearance at conditional offer stage Application Form/Interview