

## Job Description

<b>POST TITLE</b>	Pride in Place Programme Manager	<b>POST NO:</b>	RR1178
<b>SERVICE UNIT</b>	Economy & Growth	<b>GRADE:</b>	10
<b>JOB EVALUATION</b>	A2173	<b>JOB FAMILY</b>	If applicable
<b>RESPONSIBLE TO:</b>	Projects/Business Support Manager		
<b>RESPONSIBLE FOR:</b>	None		
<b>LOCATION</b>	Burnley Town Hall Manchester Road	<b>STATUS</b>	Staff

### Job Purpose

This role is to manage & lead Burnley's Pride in Place programme working with a wide range of stakeholders and partners to develop and support the programme initiatives.

The role will include: -

- 1 Programme Management - managing all elements of the programme including reporting to Burnley Town Board, central government, managing budgets, monitoring and evaluation of the individual projects and the overall Pride in Place programme.
- 2 Community Engagement - Co-ordinating effective community engagement working on behalf of the Burnley Town Board with project deliverers, residents, businesses and other key stakeholders across the Pride in Place area.

### Main Duties and Responsibilities:

#### Programme Management

1. Operate within the parameters of the Pride in Place Programme to implement, develop and co-ordinate activities, and to monitor, evaluate and report on progress and positive outcomes.
2. Manage projects and budgets in accordance with the parameters of the Pride in Place programme and the Council's wider procedures.
3. Collaborate with partners and key stakeholders to develop and shape project proposals that align with the objectives and requirements of the Pride in Place Programme.
4. Carry out grant assessments, conduct due diligence and related compliance checks in accordance with the Council's grant assessment procedures, and provide recommendations to the Town Board.

5. Collate and analyse qualitative, quantitative and financial data to meet reporting requirements, and support the monitoring and evaluation of individual project deliverers and the overall Pride in Place Programme.
6. Develop and maintain effective systems to monitor project performance and ensure overall programme requirements are achieved.
7. Develop and maintain strong working relationships with external delivery partners and key stakeholders to support effective programme delivery.
8. Develop and implement effective processes to support and manage the ongoing delivery of the Pride in Place Programme, incorporating opportunities for new projects arising from community engagement, updates to the programme prospectus, and evolving central government requirements at each programme review stage.

### **Community Engagement**

1. To develop & build strong relationships with Burnley Town Board, partners, project deliverers, stakeholders and community networks.
2. Work collaboratively with key partners to promote community cohesion, positive race relations and equality of opportunity across the Pride in Place area.
3. Design and promote initiatives that enable residents and community groups to actively participate in the monitoring and evaluation of the Pride in Place Programme, ensuring it maximises benefits for the local community.
4. Coordinate and support engagement with community groups to deliver events, networking opportunities, training and capacity-building activities for and with the local community.
5. To work with the Town Board, Stakeholder & Community Groups and other partners to continually implement, review and keep up to date the Engagement & Consultation Plan.
6. To use a variety of methods, including digital, to keep stakeholders engaged and informed about developments, alongside maintaining and updating the website and social media platforms to share and promote events, news, updates, information, positive outcomes and so on.

### **Other**

1. To attend training identified as necessary to undertake current and future job requirements.
2. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.
3. To work outside of the normal working day, by agreement, to meet the needs of the programme or service unit requirements.
4. To maintain a working knowledge and understanding of Council policies, strategies and initiatives relevant to the post.

**Nature of Contacts and Relationships e.g.** private and public sector organisations including the voluntary and community sector

**Responsibilities for Supervision** None

**Responsibilities for Finance** None

**Responsibility for Physical Resources** None

**Work Environment** Mainly office based with some work out in the community

### **Health and Safety**

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

### **Politically Restricted Posts**

This is a Politically Restricted Post within the meaning of the Local Government and Housing Act 1989.

### **FOOTNOTE**

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

### **Equality Act 2010**

If you are a disabled applicant or an employee who has become disabled, and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

**Prepared by:** Samantha Smallridge

**Date:** February 2026

**Postholder:**

**Date of issue:**

## Person Specification

<b>POST:</b> Pride in Place Programme Manager	<b>GRADE:</b> 10
<b>DIRECTORATE:</b>	<b>POST NO:</b> RR1178

<b>Selection Criteria</b>	<b>Essential/ Desirable E/D</b>	<b>Method of Assessment</b> Application/Interview/ Test/ Presentation/Production of Certificates <b>A/I/T/P/C</b>
<b>QUALIFICATIONS</b>		
1. 4 GCSE's at Grade 4/C or above, including Maths and English, or Level 2 or equivalent	E	A/C
2. Educated to degree level	E	A/C
<b>EXPERIENCE</b>		
3. Experience of working with a wide range of partners both from the private and public sector, including voluntary and community groups, with a particular focus on engagement, building community capacity and cohesion	E	A/I
4. Experience of managing and delivering regeneration, skills or community programmes	E	A/I
5. Experience of managing financial systems and budgets	E	A/I
6. Experience of co-ordinating, planning and implementing events	E	A/I
7. Experience of using digital platforms, including websites and social media, to promote, engage, share good news stories on activities, events and impact of projects	D	A/I
8. Significant experience of project management	E	A/I
<b>SKILLS AND COMPETENCIES</b>		
9. Ability to manage projects and programmes using appropriate tools, systems and information	E	A/I

<b>Selection Criteria</b>	<b>Essential/ Desirable E/D</b>	<b>Method of Assessment</b> Application/Interview/ Test/ Presentation/Production of Certificates <b>A/I/T/P/C</b>
10. Ability to research and interpret complex data and information, including financial information from a variety of sources, to report on project performance	E	A/I
11. Ability to communicate information effectively verbally, in writing and via digital platforms to a range of audiences	E	A/I/P
12. Ability to work with and gain the co-operation of a wide range of people and organisations/stakeholders	E	A/I
13. Ability to organise own work and deal with conflicting priorities	E	A/I
14. Ability to work as part of a team and on own initiative	E	A/I
15. Ability to effectively use IT systems and maintain digital platforms including websites and social media	E	A/I
<b>KNOWLEDGE</b>		
16. Up to date knowledge of government policy in areas such as economic development, education, health and wellbeing	E	A/I
17. Knowledge of Public Sector finance procedures	E	A/I
18. Knowledge of external funding sources	E	A/I
<b>The Burnley Way</b>		
<p>Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework</p>		

**February 2026**