

Job Description

LITTLEHAMPTON TOWN COUNCIL

Job Description

LOCATION:	Littlehampton, Manor House
JOB TITLE:	Pride in Place Programme: Project Manager
GRADE:	NJC PO2, Spinal Column Points 29 to 32 (£39,862 - £42,839)
RESPONSIBLE TO:	Town Clerk
ACCOUNTABLE TO:	Pride in Place Neighbourhood Board
RESPONSIBLE FOR:	Commissioned consultants, contractors, and project support resources

MAIN PURPOSE OF THE ROLE:

To lead, coordinate and manage the delivery of Wick and Toddington's Pride in Place Programme, ensuring the programme is community-led, evidence-based, compliant with funding requirements, and aligned with the vision and plan agreed by the Neighbourhood Board.

The postholder will be responsible for the planning, implementation, management, 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 proactive leadership, strong partnership working, high-level programme management skills, and the ability to work autonomously and confidently with a range of stakeholders including residents, voluntary and community organisations, elected members, local councils, central government departments and delivery partners.

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

Key Tasks

Programme leadership and governance

1. Manage the delivery of the Pride in Place Programme, ensuring alignment with the Government's published documents and guidance and the Neighbourhood Board's approved Pride in Place Plan.

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2. Provide lead secretariat and governance support to the Pride in Place Neighbourhood Board, preparing agendas, papers, reports, minutes, action logs and decision records, attending meetings as required.
3. Act as the primary liaison between the Pride in Place Neighbourhood Board, local councils, residents, agencies and stakeholders, ensuring strong governance and transparent decision-making.
4. Implement and maintain governance frameworks, ensuring compliance with relevant conditions and requirements.

Project management

5. Develop and maintain programme and project management documentation including workplans, risk registers, issue logs, milestone plans and reporting dashboards.
6. Coordinate project development activity including business cases, feasibility studies, option appraisals, project briefs and stakeholder consultation.
7. Oversee the development and assessment of project applications, business cases, and funding proposals for project selection.
8. Manage the delivery of approved capital and revenue projects, ensuring outputs meet quality expectations and funding requirements.
9. Undertake site visits, inspections, and partner meetings to monitor and support project delivery.

Financial and performance management

10. Maintain accurate budget monitoring, expenditure tracking and profiling, claims and audit trails in partnership with the accountable body.
11. Prepare financial and performance reports for Board, Council leadership, and government departments, ensuring timely and accurate submission.
12. Lead procurement for projects, preparing specifications, tender documentation, clarifications, bid assessments and contract management activity, ensuring contract compliance and value for money.
13. Maintain comprehensive records in accordance with audit, data protection, and financial regulations.
14. Draft, issue and manage any Funding Agreements with delivery partners, ensuring compliance with terms and conditions developed in accordance with funding rules.

Community engagement and communications

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15. Develop and deliver effective engagement plans, facilitating meaningful resident participation, co-design, and feedback loops, ensuring residents' voices shape programme direction and project design.
16. Build positive relationships and facilitate communication between community groups, service providers, statutory organisations, and businesses to support collaborative and coordinated delivery.
17. Manage public communications, including updates, briefings, social media content and information for stakeholders.
18. Represent the programme at public meetings, community events, consultations, and forums as required.

Strategic support

19. Provide professional advice to the relevant local councils on regeneration, place shaping and project opportunities arising from Pride in Place activity.
20. Contribute to broader Council strategies, supporting the Chief Officer and Senior Management with related priorities.

General

21. To undertake relevant training and development opportunities.
22. To comply with the Town Council's policies at all times, including Health and Safety, Equal Opportunities, Data Protection and Safeguarding.
23. Apply consistently the principles of Equal Opportunities and promote the council's values and behaviours in all aspects of work.
24. Undertake any other duties commensurate with the grade and nature of the role.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

LITTLEHAMPTON TOWN COUNCIL

Person Specification

Post Title: Pride in Place Programme: Project Manager

Location: Littlehampton

Grade: NJC PO2, SCP 29 to 32

Skills and Abilities

Essential Criteria

- Communicates clearly and with discretion, adapting their style to varied audiences, influencing and negotiating effectively, and leading communication on strategic issues while confidently engaging senior stakeholders
- Leads multidisciplinary teams and projects, building strong and effective relationships while managing complex stakeholder interactions
- Leads strategic planning across services, allocating resources and setting priorities to achieve organisational objectives
- Provides strategic decision-making, anticipating risks and leading the resolution of complex or sensitive issues with service-wide impact
- Provides strategic leadership, managing budgets and resources while influencing organisational priorities and driving service delivery
- Uses data and ICT systems confidently to inform decisions, producing clear reports and helping to improve processes
- Oversees data strategy, using analytics to inform strategic decision-making and drive organisational priorities
- Ability to handle sensitive information with discretion and professionalism

Desirable Criteria

- Ability to analyse and interpret complex funding requirements

Education and Qualifications

Essential Criteria

- Degree-level or professional qualification Level 4 to 5 (where applicable) or demonstrable experience
- Relevant vocational qualification level 4 or equivalent experience
- Evidence of continuous professional development

Knowledge

Essential Criteria

- Applies highly specialised expertise to influence and shape policy, practice and service direction at a strategic level
- Excellent knowledge and understanding of administering large and complex projects

Person Specification

- Expert knowledge of risk management and its application in programme management
- Knowledge of the voluntary/charitable sector
- Knowledge of grant funding

Desirable Criteria

- Knowledge of working in a political, public-sector environment
- An understanding of economic and community development

Experience

Essential Criteria

- Has significant experience at a senior level, leading strategic work programmes and managing complex projects or teams
- Governance of major budgets with strategic financial accountability
- Experience of managing community engagement, stakeholder consultation and partnership working
- Strategic asset planning

Desirable Criteria

- Experience supporting a broad range of organisations and groups to deliver projects

Professional behaviours and values

Essential Criteria

- Leads customer service strategy, ensuring high performance, innovation, and continuous improvement across services
- Leads collaborative stakeholder relationships
- Acts as a role model for professionalism and organisational values, shaping a positive, inclusive culture across the organisation
- Applies equalities, diversity and inclusion principles to work and promotes their consideration in all aspects of service delivery

Other

- Ability to work occasional evenings and weekends