



# Community Action Redbridge



**Programme Director**

Candidate Information Pack

Nov 2025



Eastside People

## Welcome from our CEO

Thank you for your interest in joining Community Action Redbridge.

We're an ambitious and forward-thinking local infrastructure charity, working to strengthen the voluntary and community sector and ensure that communities across Redbridge have a strong voice in shaping the place where they live. Our mission is rooted in collaboration, equity, and community power, bringing people and organisations together to create lasting social impact.

This is an exciting time to join us. We're entering a new phase of development, building on our role as a trusted local partner and enabler of community action. As Programme Director, you'll play a pivotal role in leading programmes that drive real change, supporting the sustainability and growth of the local voluntary and community sector, championing community-led approaches, and influencing systems to work better for local people.

You'll join a passionate and values-driven team that thrives on collaboration, learning, and making a tangible difference in Redbridge.

If you're inspired by partnership working, driven to tackle inequalities, and ready to lead with both vision and authenticity, we'd love to hear from you.

You should find everything you need to know in this pack, including information about our work, our values, and ways of working. For further details, please visit [www.communityactionredbridge.org.uk](http://www.communityactionredbridge.org.uk).

Thank you once again for your interest in Community Action Redbridge. I hope you are excited by this opportunity to join us.

Warmly,

*Jenny*

CEO, Community Action Redbridge



**“I think is one of the best things that I've come across, going through all different services, [Community Action Redbridge, Community Connections] particularly helped me a great deal.”**

*- Connected Communities user*

# About us

## Who we are

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**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.

## What we do

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We do this by:

- Strengthening and championing the voluntary, community and social enterprise (VCSE) 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 VCSE sector, public services, and local businesses, to collaborate on shared ambitions for Redbridge.

# Our vision, mission & values

## Vision

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Our **vision** is of a fairer Redbridge where every one and every community thrives.

## Mission

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Our **mission** is to support strong and resilient communities where people lead happy, healthy and fulfilling lives.





Community  
Action  
Redbridge

## Our values



### WE SHIFT POWER

- We reflect on and acknowledge our own power and privilege, individually and as an organisation.
- We challenge ourselves to find new ways of equalising power and encourage others to do the same.
- We support others to step into spaces of power and build the confidence take the lead.
- We are accountable to the people and communities we serve.



### WE COLLABORATE

- We invest time in making connections and nurturing relationships and trust.
- We are open to new ideas and different ways of working, even when they feel uncomfortable to us.
- We embrace diversity and actively seek perspectives that are different to our own.
- We approach problems with curiosity and focus on solutions and innovation.



### WE LEARN

- We are inquisitive and open-minded.
- We know we don't always get it right. We own our mistakes, reflect on them and learn from them.
- We actively seek, reflect on and learn from feedback.
- We use analysis and evaluation to inform future action.



### WE SEE THE BIGGER PICTURE

- We focus on the root causes, not just the symptoms of the problems we're trying to solve.
- We understand that the challenges we face are complex and interconnected, and we work holistically to understand and address them.

## Our strategic priorities

- **Harnessing the power and potential of people and communities.**
- **Connecting, strengthening and championing the voluntary, community and social enterprise sector.**
- **Influencing meaningful change and transformation in systems, policies and practice.**

### **Harnessing the power and potential of people and communities**

#### **Objectives:**

- Supporting local people to set their own goals and facilitating stronger connections to help them achieve their aspirations.
- Engaging with communities to better understand their ambitions and needs.
- Enabling communities to identify their own priorities and draw on their own assets to improve the quality of community life.

#### **Outcomes:**

- Local people feel an increased sense of resilience, agency and control.
- Greater understanding of community priorities and how inequalities are experienced by local people.
- Increased capacity for social action in communities to respond to their own priorities.

### **Connecting, strengthening and championing the VCSE sector**

#### **Objectives:**

- Facilitating stronger connections by creating spaces to explore the complex challenges we face.
- Building the capacity of VCSE organisations through training and bespoke support.
- Advocating for greater influence and investment in the sector by building stronger relationships with decision-makers.

#### **Outcomes:**

- VCSE organisations have stronger connections to learn from each other, problem-solve together and collaborate on shared priorities.

- VCSE organisations have the skills, tools and resources they need to increase their reach, impact and resilience.
- Greater recognition of the role and value of the VCSE sector.

### Influencing meaningful change and transformation in systems, policies and transformation in systems, policies and practice

#### Objectives:

- Creating opportunities to unite people and organisations to explore ideas together.
- Strengthening the VCSE sector's voice and influence by harnessing the sector's collective power.
- Amplifying community voice in decision-making by sharing data and insight.

#### Outcomes:

- Stronger connections between local people and organisations to support systemic change.
- Better solutions through working together and centring decision-making around the lived experiences of local people.
- The VCSE sector and local communities are recognised for their expertise and are supported and empowered to drive and lead change.

## Our commitment to diversity

Community Action Redbridge is committed to promoting and valuing equality and diversity in all activities. We welcome and celebrate the diversity of the communities in Redbridge and are strongly committed to achieving equal opportunities and access for all people and groups in society.

Equality and diversity is the cornerstone of all of our policies and procedures. We are proud of the actions we take to eliminate discrimination and prejudice to ensure inclusion and engagement for all the people who work and volunteer with us or wish to use our services. We will continue to strive towards a culture that is diverse, and which recognises and develops the potential of all our employees, trustees, volunteers and service users and, wherever possible, we will go above and beyond the minimum legal requirements in order to achieve this”.

## Purpose of role

You will play a central role in achieving our vision of a fairer Redbridge where everyone and every community has an equal opportunity to thrive.

You will lead the development of high-impact programmes that respond to local priorities and deliver against our long-term goals. Through your leadership, you will foster a culture of collaboration and continuous learning – ensuring our work is co-produced, grounded in insight, and focused on the outcomes that matter most to the people and communities we serve.

Working collaboratively with partners, funders, and stakeholders, you will help shape innovative and inclusive approaches to complex social challenges. As a trusted voice for the voluntary, community, and social enterprise (VCSE) sector, you will help amplify community leadership and influence systems, policy and practice to address structural inequalities.

You will also cultivate an empowering and inclusive team culture, promoting wellbeing and professional development, while embedding our focus on impact, accountability, and shared organisational values: shifting power, collaborating, learning, and seeing the bigger picture.

This role can be offered on a hybrid basis with a minimum of 3 days per week in the office, ideally Tuesday to Friday, to ensure leadership team presence. As an organisation rooted in community, we believe that regular in-office presence is important to foster collaboration, connection and team cohesion.

This role is full time, and we are open to a compressed hours arrangement.





# Role description

<b>Location</b>	The Lodge, Gaysham Avenue, Gants Hill, IG2 6TD
<b>Time Commitment</b>	35 hours per week
<b>Responsible to</b>	Chief Executive Officer
<b>Responsible for</b>	Sector Development Programme Manager, Community Development Programme Manager, Youth Leadership Programme Manager
<b>Contract</b>	Permanent
<b>Salary</b>	£52,000 per annum

## Responsibilities

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### Strategic Leadership and Development

- Provide clear, strategic leadership across a range of complex, interconnected programmes, ensuring they are aligned with our mission, strategy and values.
- Drive the continuous development and enhancement of programmes, fostering innovation, co-production, and evidence-based practice to ensure they remain responsive, impactful, and reflect the priorities of our members and communities.
- Oversee the effective planning, management, and delivery of programmes, ensuring effective risk management, compliance with relevant policies and regulations, and achievement of agreed outcomes, objectives and quality standards.
- Lead, inspire, and develop programme managers and their teams, setting high expectations, modelling values-based leadership, and ensuring consistent performance management, professional development, and wellbeing support.
- Promote cross-programme collaboration and learning to maximise impact and resource efficiency.
- Work collaboratively with the CEO and senior leadership team to develop organisational strategy and monitoring, evaluation and learning frameworks.

### **Influencing and Systems Change**

- Cultivate and nurture collaborative relationships with key stakeholders, including the local authority, NHS partners, VCSE organisations, funders, and policy makers
- Identify opportunities to co-create and influence change in systems, policies and practice, to dismantle structural inequalities and elevate the voice and leadership of the VCSE sector.
- Convene and facilitate system partners around shared goals, centring on the priorities and strengths of our members and communities.
- Represent Community Action Redbridge, and the interests of our members and communities, in strategic forums and partnership boards, modelling inclusive leadership and actively fostering collaboration to drive collective impact.

### **Financial Oversight and Sustainability**

- Oversee programme budgets monitoring the overall financial health, ensuring expenditure complies with funder conditions and organisational policies, identifying financial risks early and taking appropriate action, and support Programme Managers to ensure budgets are realistic and sustainable.
- Ensure financial decisions align with long-term strategy, so programmes remain viable and impactful
- Strategically lead fundraising across the programme team, overseeing the development/quality of funding proposals for commissioned and grant-funded projects.
- Work collaboratively with the CEO and senior leadership team on the development and implementation of organisational fundraising strategy, fundraising plans, and financial resilience planning to support long-term sustainability.

### **Monitoring, Evaluation and Learning**

- Oversee the design and implementation of robust monitoring and evaluation frameworks, ensuring consistent, high-quality data collection, analysis, and measurement of outcomes and long-term impact. Guide and support programme managers to embed both qualitative and quantitative approaches that drive learning and continuous improvement
- Foster a culture of reflective practice and evidence-based decision-making within the Programmes Team.

- Oversee the preparation of accurate, timely, and transparent reports for the Board of Trustees, funders, and other stakeholders.

### **General Duties**

- Lead or actively contribute to organisation-wide development priorities, initiatives, and strategic projects as required.
- Actively contribute to collective decision-making as a member of the Senior Leadership Team, ensuring a cohesive, collaborative approach to organisational leadership.
- Share responsibility for organisational governance, risk management, compliance, and long-term sustainability.
- Actively promote a culture of continuous improvement, learning and innovation.
- Actively promote diversity, equity and inclusion, and help to ensure that Community Action Redbridge works anti-oppressively and challenges injustice.
- Actively participate in support and supervision, annual appraisals, team meetings, away days and appropriate training and development opportunities.
- Adhere to all Community Action Redbridge policies and procedures.
- Undertake any other duties as required and in line with the purpose of the post.

## **Who we're looking for**

### **Knowledge, skills and experience**

- Excellent understanding of whole-system working and the principles of systems change.
- Excellent digital literacy, confident with Microsoft 365 and other digital systems and tools. Skilled in modelling digital fluency and able to nurture digital innovation.
- Exceptional written and verbal communication skills, with a proven ability to engage diverse stakeholders and articulate complex ideas clearly and persuasively
- Experienced in financial oversight across multiple projects and programmes, able to review budgets, monitor overall expenditure, and contribute to organisational financial resilience and sustainability planning. Skilled in identifying financial risks and opportunities to support strategic planning and informed decision-making
- Exceptional organisational/time management skills, able to prioritise competing demands in a dynamic and evolving environment.

- Proven ability to provide strategic oversight and leadership across multiple complex programmes, bringing work together in a coordinated way, optimising resources, and ensuring alignment with organisational mission and strategic priorities.
- Ability to provide strategic leadership in using systems change thinking to design, monitoring and evaluation approaches that focus on long-term impact, ensuring the organisation measures long-term impact while fostering continuous learning and improvement.
- Excellent problem-solving/decision-making skills, able to assess complex situations, balance competing priorities, and exercise sound judgement to make timely, evidence-informed decisions in a dynamic environment
- Able to embed data-driven decision-making, using robust evidence/insights to shape organisational strategy, drive innovation, and enhance long-term impact.
- Brings a proven track record of building and sustaining high-performing, values-led teams, models inclusive leadership, champions professional development, and creates the conditions for others to lead, thrive, and collaborate effectively.
- Proven ability to align, build and sustain strategic and collaborative relationships with a diverse range of stakeholders, including partners, policymakers and funders, to influence change, align efforts across sectors, and support collective impact.
- Significant experience of raising income from a diverse range of sources, including public sector commissioning and trusts and foundations. Able to contribute to the development of fundraising strategy and plans.
- Proven ability to ensure compliance with organisational policies and procedures, legal, regulatory, and internal standards. Able to identify when specialist advice is needed and ensure appropriate action is taken to manage risk and maintain organisational integrity.

### **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.



## Ready to apply?

[Eastside People](#) is supporting Community Action Redbridge in the recruitment of this role. Please [click here](#) to apply by submitting your CV **and** a cover letter **both in Word doc format**.

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover:

- Why you are interested in the Programme Director role at Community Action Redbridge
- Having read the information pack, what relevant experience and skills do you feel you would bring to this role? This might come from paid work, study, community or voluntary work or other experience.

You are welcome to send your cover letter in writing, or as a video or audio clip, alongside your CV. Any video or audio submissions should be emailed to [bryan@eastsidepeople.org](mailto:bryan@eastsidepeople.org).

If you would like a call to discuss any of the roles in more detail, please email Bryan McPaul to arrange a convenient time at [bryan@eastsidepeople.org](mailto:bryan@eastsidepeople.org). Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential. If you have a disability or require reasonable adjustments during the application or interview process, please contact us so we can support you appropriately.

**The closing date for applications is Monday 8<sup>th</sup> December 2025 at 9AM.** Shortlisting interviews will take place shortly after by Teams and shortlisted candidates will have an interview with Community Action Redbridge at their offices on **15<sup>th</sup> or 17<sup>th</sup> December 2025**.

Community Action Redbridge 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.

## Finally

We understand AI can be a helpful tool, but please use it with caution and ensure your application is personalised and accurate.

If you know anyone else who might be interested, then please pass this Information Pack on as we would be very pleased to hear from them.



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