

## Job Description

<b>Position:</b>	422 Community Hub: Programmes Manager
<b>Hours:</b>	30 - 37.5 hours (four to five days per week)
<b>Contract:</b>	Permanent

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### Role Summary:

Manchester Vineyard is seeking a passionate and experienced Programmes Manager to lead the development, coordination, and delivery of community-focused initiatives at our 422 Community Hub. This role is pivotal in advancing our mission to serve and support the people of Manchester, particularly individuals and families facing socio-economic hardship.

The successful candidate will be responsible for managing a portfolio of programmes that offer practical support, promote wellbeing, and foster long-term hope for our community. With a strong emphasis on engaging children and families, the Programmes Manager will combine strategic thinking with hands-on execution to ensure programmes are effective, inclusive, and aligned with our vision and values.

Key responsibilities include overseeing programme development, managing staff and volunteers, fostering partnerships with local organisations, promoting the hub within the community, and ensuring a positive and accessible user experience.

You will also be responsible for managing programme budgets, monitoring expenditure, monitoring impact, evaluating outcomes and contributing to financial planning and fundraising efforts to ensure long-term sustainability and impact.

We are looking for a proactive leader with excellent communication and organisational skills, a deep understanding of community development, and a strong desire to see lives transformed through practical and relational support.

### Main Responsibilities:

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- Ensure the hub reflects a warm, welcoming and inclusive environment.
- Build and maintain strategic partnerships with local stakeholders and service providers
- Promote and market the hub's activities to increase engagement and awareness
- Lead the planning, delivery, and evaluation of 422 Community Hub programmes
- Monitor and report on programme outcomes and community impact
- Support the development of funding applications and sustainability strategies
- Develop and manage programme budgets, track expenditure, and ensure responsible use of resources
- Recruit, manage, and support staff and volunteers
- Meet regularly with the Business and Operations Manager and Community Engagement Manager to strategically direct the project and create a healthy culture.
- Take on new areas of responsibility and relinquish others as the staff team develops and responsibilities change, as agreed with the line manager

## **Role Specifics:**

### **Community Engagement:**

- Foster and maintain a hub environment that at the heart is welcoming, inclusive and ensures all users feel respected, supported and want to return.
- Lead the development, delivery, and growth of programmes, initiatives, and partnerships that reflect both community needs and the vision and values of Manchester Vineyard through 422.  
Current programmes include English Language Cafe, Stay & Play, the Pantry, Growbaby, holiday activities as well as other ad hoc programmes.
- Design and implement long-term support programmes that enhance community wellbeing, reduce isolation, and foster empowerment.
- Monitor and evaluate programme impact, ensuring robust reporting to funders, partners, and stakeholders while enabling continuous learning and improvement.
- Ensure all activities comply with safeguarding, health and safety standards, and risk management policies.
- Proactively build and maintain strategic relationships with local charities, community organisations, grant funders, schools, referral agencies, the council, businesses, and supporters to enhance local impact and collaboration.

### **Financial Management:**

- Oversee the financial management of 422's community programmes, ensuring responsible budgeting, tracking, and reporting of expenditures.
- Work alongside colleagues to create and execute effective funding strategies, including grant applications and partnerships with fundraising organisations to secure sustainable core funding.
- Identify and leverage key annual giving moments (e.g., Christmas, Easter, Harvest, Lent) to maximise community generosity and support.
- Encourage and celebrate grassroots and peer-to-peer fundraising initiatives, such as community events or sponsored challenges (e.g., the Great Manchester Run).

### **Communications:**

- Develop and manage engaging and informative communications for 422, including newsletters, brochures, promotional materials, and impact stories.
- Use social media platforms to highlight programme successes, share updates, and promote upcoming opportunities to the wider community.
- Maintain and regularly update the 422 Community Hub website (WordPress), ensuring accurate and accessible information.

### **Volunteer & Team Leadership:**

- Recruit, train, support, and empower volunteers to lead and participate in the delivery of programmes and community initiatives.
- Build and nurture volunteer teams to support across areas including programme delivery, administration, fundraising, and communications.
- Develop pathways for community members to become volunteers and explore opportunities for internships or placements to support employability and skill development.

- Line-manage the Community Engagement Manager, ensuring they are supported in overseeing partnerships, managing budgets, and delivering local engagement activities aligned with funder expectations.

## **422 General:**

- Work closely with the Community Engagement Manager and Business & Operations Manager to ensure the physical space is welcoming, safe, and accessible to all users.
- Support the development and sustainability of the 422 Café as a vibrant, community-focused, and income-generating space.
- Be available for occasional evening and weekend commitments in support of programmes and community events.
- Provide hands-on support to colleagues, volunteers, and visitors, including client assistance, event participation, and incident response.
- Act as a trained keyholder, contributing to the day-to-day operations of 422, including ensuring rooms are well-presented and welcoming, in conjunction with the Business & Operations Manager.
- Alongside the Business and Operations Manager be responsible for hygiene standards, food safety for all 422 run activities and that all users comply with our policies, ensuring adherence to our Safer Food Plan and maintain our 5-star Food Hygiene Rating (Level 3 training provided, if required).

## **Learning & Development:**

- Engage with peer organisations to exchange knowledge, share good practice, and attend relevant training opportunities.
- Stay informed of key research, reports, and best practices related to child poverty and poverty alleviation both nationally and in Greater Manchester.
- Maintain up-to-date knowledge of safeguarding policies, reporting procedures, and relevant legislation.

## **Meetings/Groups:**

- Attend staff and team meetings as required by church leaders.

## **Key Events:**

- Leaders meetings, small group leaders meetings, Easter and Christmas events, Vision Sunday.

## **Reporting Relationships:**

**You report to:** Church Leaders Paul and Steph Lowe

**Reporting to you:** Community Engagement Manager, sessional staff and volunteers

## Person Specification:

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent leadership and management skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Proactive and self-motivated</li> <li>• Trustworthy and confidential in handling sensitive matters</li> <li>• Ability to relate to a wide range of different people</li> <li>• Strong interpersonal skills</li> <li>• Strong organisational skills</li> <li>• Strong decision making ability</li> <li>• Teachable and open to feedback</li> <li>• Flexible attitude and ability to adapt to changing circumstances</li> <li>• Excellent time management skills with ability to prioritise workload</li> <li>• Ability to balance a broad range of responsibilities</li> <li>• Initiative to seek solutions and implement new ways of working</li> <li>• Ability to work well under pressure, cope with frequent change and meet deadlines</li> <li>• Energy and persistence to see tasks through to successful completion</li> <li>• Ability to engage and inspire</li> <li>• Pleasant personality with the ability to establish a rapport with a wide cross section of society</li> <li>• Able to plan and organise projects and events</li> <li>• Ability to facilitate meetings</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Acts with integrity, honesty and transparency</li> <li>• Models a culture of servanthood</li> <li>• Positivity, commitment and energy</li> <li>• Open-minded and decisive and able to deliver difficult messages</li> <li>• Commits to life-long learning (continuing personal and professional development)</li> <li>• Passionate about church ministry</li> <li>• A love of people and a passion to support them to grow and thrive</li> <li>• Uphold or work in sympathy with the vision and values of Manchester Vineyard, supporting the church leaders to fulfil the vision for the project.</li> <li>• Demonstrate knowledge of the vision, values and ethos of Manchester Vineyard [and UK Vineyard Churches]</li> <li>• A compassionate heart and 'can do' attitude</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working within a faith based or volunteer led organisations</li> </ul>

	<ul style="list-style-type: none"> <li>• Managing a team, within a faith based organisation</li> <li>• Working as part of a team</li> <li>• Working with children and vulnerable adults, preferably in a church ministry setting</li> <li>• Up to date understanding of safeguarding procedures</li> <li>• Some working knowledge of managing budgets</li> <li>• Pioneering projects and initiatives involving substantial resources and large numbers of people</li> <li>• Galvanising people around new projects and ideas</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualification in project management and/or community development (desirable)</li> <li>• Computer literate</li> <li>• Basic Food Hygiene Certificate (desirable)</li> <li>• Theology qualification (desirable)</li> </ul>
<b>Other Relevant Factors:</b>	<ul style="list-style-type: none"> <li>• Be a practicing Christian*</li> <li>• Subject to an Enhanced DBS check</li> <li>• an active member of Manchester Vineyard church or other local church</li> <li>• Available to work Sundays and evenings as reasonably requested by line managers</li> </ul>

\*This role is within a church-led organisation and works closely with members of Manchester Vineyard. A genuine occupational requirement (GOR) may apply in line with the Equality Act 2010.

\*\*This post will require you to complete and clear our safeguarding process (DBS).

These may be amended over time, by agreement between us. We may also ask you to carry out tasks or to take on responsibilities not set out here but which it would be reasonable for us to expect of someone in your position.