Job description:

Programme Manager (VCFSE Collaborative)

Job title: Programme Manager

Salary: £42,000 pro rata

Contract: Fixed term until 31st March 2028. Hours 35 per week, full time (we will consider applications considering part time at 4 days).

Location: THCVS, St Hilda's East Community Centre, London E2 7EY (Hybrid with minimum two days working in office or North East London locations as required)

Reports to: Partnership Development Director

Direct reports: TBC

Background

Working for NEL VCFSE Collaborative

The NEL VCFSE Collaborative is hosted by Tower Hamlets CVS and serves as the strategic bridge between the VCFSE and NHS North East London.

Established in response to NHS England guidance in 2022, the Collaborative continues to facilitate meaningful dialogue and ensures community and sector voices are embedded in system level governance and decision making processes. The Collaborative in its previous current format worked across City and Hackney, Barking and Dagenham, Havering, Redbridge, Newham, Tower Hamlets and Waltham Forest, and also includes three thematic representatives covering Workforce and Volunteers; Mental Health; Learning Disabilities and Autism and Faith communities.

The NEL VCFSE Collaborative have published a strategy focussing on seven pillars which will be the delivery function of the Collaborative going forward.

Working for THCVS

Tower Hamlets CVS is the proud host of the Collaborative. We support voluntary and community groups to run their organisations effectively, secure funding to deliver services and to connect and collaborate with each other. We are also an embedded strategic partner in the borough, bridging the space between the voluntary and community sector and statutory and other partners, enabling us to give a voice to the VCS and advocate on their behalf. You can find out more about our strategy here.

Purpose of this role

This is an exciting new role, to act as a core member of the VCFSE Collaborative team, leading the development of neighbourhood integration through coordination of VCFSE data and insight so the sector can be an equal partner in NEL's health and care system.

The postholder will help operationalise the seven pillars of the Equitable System Partnership Strategy, with a particular focus on integrated neighbourhood working and supporting in ensuring VCFSE data and insights are embedded in integrated neighbourhood working.

This is an emerging role and details may change.

1. Neighbourhood integration and development

- Work alongside borough VCFSE alliances, neighbourhood forums, place based partnerships to embed VCFSE representation and roles in neighbourhood governance and delivery structures. E.g. role will attend each boroughs VCSFE forums and provide interface with the Collaborative.
- Facilitate community asset mapping processes with local partners, capturing formal and informal networks, cultural assets and social capital to inform population health planning.
- Develop the knowledge share function of the Collaborative to share scalable practice across boroughs, supporting replication and adaptation of effective VCFSE-led neighbourhood initiatives.

2. VCFSE data and insight coordination

- Bring together stories, insight, feedback and data from VCFSE organisations into clear summaries for system partners, to help inform commissioning, neighbourhood priorities and shape service design.
- Support the ongoing development of shared data platforms and mechanisms that enable VCFSE organisations to contribute data and insight and, where appropriate, access Population Health Management (PHM) data in line with information governance requirements.

3. Commissioning, Population Health Management (PHM) and system intelligence

- Support the Collaborative's engagement with commissioning by providing VCFSE insight (and data where possible) into needs assessments, service design and evaluation.
- Help translate complex PHM outputs and system data into accessible and practical messages for VCFSE organisations, supporting them to align support offers with population health priorities.
    - Contribute to the development of tiered commissioning models for the VCFSE sector, including small grants, development funding and strategic partnerships, by evidencing demand, impact and capacity through convening specialist reference groups.

4. Partnership, learning and project management

- Support with the development of webinar series to include learning networks, peer forums and communities of practice focused on data, PHM, and neighbourhood integration, across VCFSE and statutory partners.
- Contribute to joint research and evaluation partnerships with academic institutions and system partners to evidence the impact of VCFSE led health creation and prevention.
- Lead with delivery and oversight of potential projects secured including the monitoring and evaluation.

5. Core team contribution

- Represent the Collaborative at relevant ICB, ICP, place-based and neighbourhood meetings, communicating sector insights clearly and diplomatically.
- Attend the Leadership Group meetings and team meetings, including preparing papers for these meetings.
- Uphold and promote the Collaborative's values around equity, anti-racism, co-production and community-led health creation.

Person specification

Essential knowledge and experience

- Good understanding of health and care systems in England, including integrated care boards and place-based partnerships.
- Experience of working in or with the VCFSE sector (or very similar community and civic actors), ideally in the context of health, wellbeing or social care.
- Demonstrable experience in coordinating insight and data across and turning this into clear, actionable summaries for decision makers.
- Experience of partnership working with statutory services (e.g. NHS, local authorities) and/or participation in multi-agency governance or programme boards.
- Understanding of health inequalities, wider determinants of health and the role of community-based, culturally competent approaches to health creation and prevention.

Desirable knowledge and experience

- Understanding of commissioning processes within health and care systems (needs assessment, planning, procurement, contract management and review).
- Awareness of Population Health Management (PHM) approaches, data sets and tools, and how these can be applied to neighbourhood and community-level planning.
- Experience of working with or within Integrated Neighbourhood Teams, PCNs or neighbourhood health centres.

Essential skills and abilities

- Strong analytical skills – able to bring together resident stories, community insight, quantitative data and system intelligence into clear narratives and recommendations.

- Excellent communication skills (both verbal and written), with the ability to adapt language and format for different audiences (grassroots groups, senior NHS leaders, elected members, academics).
- Ability to build trusted relationships across diverse organisations and communities, with a collaborative and facilitative style.
- Competence in using data and digital tools (e.g. Excel and data dashboards) and willingness to learn new systems linked to PHM and health data.
- Strong organisational skills, able to manage multiple tasks, programmes, and deadlines in a fast paced environment.

Values and behaviours

- Commitment to equity, anti-racism and the meaningful inclusion of Global Majority-led and grassroots organisations in system decision making.
- Respectful, transparent and collegiate approach to partnership working, with an ability to navigate power imbalances constructively.
- Work in accordance with key THCVS policies.
- Undertake any other duties as required in line with the objectives of the post.

Benefits

As an employee of THCVS you will have a range of benefits including flexible working, employee assistance programme, team outings and a training and development plan.

25 days annual leave pro rata, plus bank holidays and 3 additional THCVS days. There is a 6% employer pension contribution.

Application process

We value lived experience and would like to encourage applications from the diverse communities in across North East London. If you would like to discuss the role please contact nelvcse@thcvs.org.uk.

Deadline

Deadline for application is midday 7th December 2026 with expected interview dates week commencing 14th December 2026.

To apply please send a CV and covering letter, ensuring you're able to demonstrate your skills and experience that relate to the key tasks, to nelvcse@thcvs.org.uk