

Colours of Redbridge (Creative People and Places) Programme Manager

Introduction and context:



Colours of Redbridge is a programme of community-led arts and culture in the borough of Redbridge. It is part of Creative People and Places (CPP), a national programme from Arts Council England, empowering local people to decide what culture happens in their area.

Our evaluation to date shows we've reached new audiences through high-quality work, improving residents' lives through our projects. We're transforming arts and culture in the area from a low priority to a celebrated tool for daily life.

Our work includes a vibrant South Asian Truck Art project, a cultural food festival and a disability-led street carnival. Uniquely, we train local 'Community Producers' to develop and deliver projects, creating a more socially engaged, prosperous, and creative region. Our most successful initiatives are produced in-house with world-class creatives, guided by community engagement and a strong local voice.

In a time of economic and demographic change, we believe local empowerment can help to redefine Redbridge and transform it through culture. Our vision is for arts and culture to thrive in the borough, with residents feeling involved, valued, and empowered to lead cultural experiences.

Culture drives stronger, cohesive communities, and we aim to amplify under-represented voices, building a healthier, happier borough while addressing key challenges like the cost of living, health, and skills development.

Our mission: ‘Exceptional local communities with big ideas, creating brilliant cultural experiences for Redbridge to enjoy together.’

Redbridge is an outer-London borough of over 300,000 residents in nearly 100,000 households. We are one of London’s greenest areas with 35+ parks and open spaces. Redbridge has a rich history linked to the television and photographic industries and is among the most diverse boroughs, with over 50 nationalities and 100 languages spoken.

More information on our work can be found by reading our [2024 project summary](#), original [business plan](#), and first year [evaluation report](#).

Colours of Redbridge is governed by a consortium of organisations led by [Vision Redbridge, Culture and Leisure](#) (VRCL) with representatives from the following local organisations: [Friends of Loxford](#) (FOL), [Muslimah Sports Association](#) (MSA), [Community Action Redbridge](#) (CAR), [SPACE Studios](#) (SPACE) and the [Ilford Business Improvement District](#) (Ilford BID).



JOB DESCRIPTION

Job title:	Programme Manager
Department:	Culture & Libraries (Colours of Redbridge, CPP)
FT/PT:	Full time, fixed term contract until 31st March 2026 with a potential to extend subject to fundraising targets
Location:	Main office will be at Vision Redbridge Culture & Leisure, Redbridge Central Library, Ilford, IG1 1EA, with work required in other locations across Redbridge.
Salary:	Circa £40,000 per annum
Reports to:	Colours of Redbridge Programme Director
Notice period:	Two months on either side following the successful completion of a six-month probationary period
Responsible for:	Volunteers, contractors and relationships with funders and key stakeholders
Hours of work:	Monday to Friday with core hours between 10:00-16:00. This role will necessitate working during evenings and weekends. We operate a Time Off in Lieu (TOIL) system, so that additional time worked is taken off. This role will necessitate occasional travel. Any business travel and accommodation will be reimbursed through expenses.
DBS:	You will be required to provide the necessary documentation for the checks to be carried out. We also reserve the rights to request additional DBS checks anytime in the future.
Annual leave:	25 days paid leave plus public holidays.

The successful candidate will be employed by Vision Redbridge Culture and Leisure (VRCL) who are the grant holder and lead organisation for the Colours of Redbridge Consortium.

VRCL is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees.

Key duties and responsibilities

Main purposes of the role

- To lead on the financial management, operational processes, and fundraising for Colours of Redbridge
- To improve the efficiency and financial support of the programme

Responsibilities

General

- To fulfil this exciting new role in the senior leadership team of Colours of Redbridge, helping to shape the overall strategy and direction of the programme
- To deputise for the Programme Director as necessary
- This would suit a candidate wishing to move into an Executive Director, Chief Executive Officer (Operations) or similar role in the future

Financial Management

- To lead on the financial management of the programme, setting up relevant budgets, spending trackers and financial reporting systems
- To ensure current spending and forecasting is kept up to date, and reprofiling any budget lines before Year End to ensure budget is committed and not lost
- Approve Purchase Orders and processing invoices to ensure all artists and contractors are paid promptly
- As part of financial due diligence, review evidence of spend for contracts and commissions, ensuring that the money we have committed has been spent as agreed
- Provide quarterly financial reports for the programme Consortium and Arts Council England
- Seek approval from the programme Consortium for larger sums of spend or reprofiling as required

Fundraising

- To refine and implement an ambitious fundraising strategy of grants, trusts, donations and commercial opportunities
- To diversify the programme's funding streams and increase cash match funding against our existing Arts Council England CPP grant
- To research develop and maintain a rich network of key grant-givers and trusts active in Redbridge and East London, writing well-supported applications to ensure the programme benefits from these additional income streams
- Lead a new programme of public and corporate donations and hosting regular networking events for key stakeholders who may wish to contribute to the programme

Programme Management and Reporting

- To set up project management systems to ensure that individual elements of the programme are delivered on time and on budget
- To lead the reporting process for Arts Council England, providing quarterly reports and financial overviews and supplying and submitting all relevant documentation for the annual return
- Write and manage contracts and agreements for artists and contractors
- Lead procurement processes for external contractors where necessary
- Lead on Programme Evaluation, managing the external contractor to effectively evaluate the success of the programme each year and ensuring relevant data is captured in order for them to do this
- To work collaboratively with the Creative People and Places national evaluation network and peer learning network to ensure learning from the programme informs the overall development of the programme
- To identify additional resources, opportunities and partnership possibilities to maximise project ambition and impact

- Review key policies and procedures such as the procurement, safeguarding and volunteering policies to ensure the programme remains compliant with statutory guidance and best practice

Volunteering

- Oversee the volunteering programme, including outreach and management of the recruitment process
- Lead on the volunteer expenses policy and payments
- Ensure growth across the volunteering programme, improving training, skills and development opportunities for participants
- Review opportunities for Work Experience and Internships within the team to help add capacity

Other

- To work within the policies and procedures of Colours of Redbridge
- To manage the programme delivery ensuring all programme activity complies with current legislation relating to Safeguarding, Health and Safety, Equality, Risk Management and GDPR
- Any other duties as may reasonably be expected for the effective delivery of the project

Please note that we actively encourage people from a variety of backgrounds to apply. We are particularly keen to hear from people from ethnically diverse backgrounds and from candidates who self-identify as D/deaf and disabled.

Personal specification

Knowledge and experience

- Experience of setting up budgeting and financial reporting systems for programmes of £200k+ per year
- Proven experience of raising significant additional income for community projects through either grants, trusts or commercial funding opportunities
- Experience of drafting and managing supplier contracts (including financial due diligence at the end of each contract)
- Knowledge and experience of running procurement processes to select high-quality suppliers and contractors at best value
- A knowledge of funding opportunities available to arts or community organisations in East London (desirable)
- A knowledge of financial reporting systems such as Agresso or the Arts Council England platform Grantium (desirable)
- A knowledge of local audiences in Redbridge and how the programme can be shaped to better serve them (desirable)

Skills and ability

- Highly competent in financial management software, such as Excel, and a strong grasp of mathematics and accounting
- Excellent written and verbal communication skills in English to develop funding applications or supplier contracts with an ability to recognise the key information to include
- Excellent project or programme management skills, using appropriate methods to track progress and improve efficiency
- The ability to work flexibly during the course of employment as required (such as travel to different locations or working with individuals with differing needs)

Personal attributes

- Analytical mind, using data and observations to demonstrate progress or identify areas for improvement
- Problem-solving and lateral thinking, finding new approaches to solve problems or apply unique approaches to challenges such as fundraising
- Team player, working as part of a small team, supporting each other and ensuring we work together to make the biggest impact possible
- Able to work under pressure, multi-task and to set and meet strict deadlines
- Commitment to inclusion, diversity and equality

Application process

To apply, Please visit our website: <https://visionrcl.org.uk/jobs-careers/>

Closing date: Friday 7th February 2025

Interviews: Tuesday 18th and Wednesday 19th February 2025

Anticipated start date: April 2025