



# **Camden Community Centres' Consortium 'C4'**

## **Recruitment Pack**

### **General Manager**

(Part-time - offered as freelance contract or  
secondment opportunity)

# What is C4?

Camden Community Centres' Consortium (C4) is a charity that brings together organisations leading and operating community spaces in the London Borough of Camden, for collective action and development.

*C4's mission is to harness the power of our network to ensure that Camden's community spaces are deeply embedded in the borough's social fabric, driving innovation, equity, and wellbeing.*



In 2024 and 2025, the Membership of C4 has grown and diversified. As of January 2026, the membership stands as 20 organisations, operating 38 different community spaces. Through local delivery in local spaces, together we support:

- Local people – more than 25,000 people access the support of our member organisations every week.
- Local impact – we tackle social isolation, poverty, ill-health, unemployment and the effects of London's inequalities.

Through advocacy, collaboration and partnership, C4 ensures community voices are united and heard at a local, regional and national level. We also support collaboration between our members and external partners. From traditional community centres to farms, gardens, and arts centres, our network and reach span the borough.

# What's the role and why now?

Over the last year, C4 has been refreshing its purpose, and making plans for increased strategic impact. C4's got a new Strategy, 'Putting Community Centres at The Centre' aiming to ensure our centres are recognised, valued and engage with our membership as strategic, place-based 'anchor organisations, with a series of action research projects planned.

C4 believes that Community Centres are vital for ensuring that local people are at the heart of the development of their connected communities, their neighbourhoods, and the services that reach them.

We're approaching a unique moment for community centres: we're vital social infrastructure; public policy is ready for us; society needs us the most; but we're struggling to keep the lights on. The power of collective action can ensure we thrive, led by and with our communities.



We've got a plan and we're ready to make it happen. This year we're launching an active expansion of membership to be open to any Camden-based community organisation that operates a space, and defines itself by its relationship with people in the place it's located.

For the last year, C4 has been led and managed by Executive Co-Chairs Paul Crozier and Daniel Pitt, on a very part-time basis alongside their roles as CEOs of member organisations Holborn Community Association and Old Diorama Arts Centre, respectively. The Treasurer is Bhuvan Sharma of Wac Arts, who also provide book-keeping services.

This role is made possible thanks to funds from Camden Council's Community Partnerships Team, and subscriptions from member organisations.

This General Manager role is therefore the first and only dedicated staff member in a long time, and will be key to enabling our collective ambition.

# Who are we looking for?

This is a flexible role for a charity management all-rounder: a multi-skilled self-starter, confident working both independently and collaboratively.

The General Manager needs to be an efficient, detail-oriented administrator and strong communicator; confident managing budgets; with some experience in grant-based fundraising and bid-writing; and a general understanding of communications. Ideally we're looking for someone with a sense of the vision and potential of this work, alongside the necessary skills.



As we're a network of members, we need someone who is good at bringing people together; someone who sees connections and opportunities and enjoys connecting and building relationships. As we're community spaces, we're looking for someone who understands how charities operate and the needs of the 'VCS'.

We're open to a range of career paths that might lead to this role. Perhaps you might be a freelance fundraiser looking for something reliable amongst your other work. Or you might be working in a community centre already, and looking for your next step - we know that in smaller organisations there can sometimes be less room for growth. Or maybe you're working in a larger organisation or local authority and looking to understand the realities of smaller charities. Or something else entirely!

We're therefore offering this role in two forms: as a flexible freelance contract, or a fixed-term secondment opportunity, and are keen to explore options for the right candidate.

It's a role that has potential to expand for the right person, and grow with the ambition of C4 - and will be key to collaborating on making that possible.

# Job Description

The General Manager collaborates with the Executive Co-Chairs to deliver the Strategy and develop the impact of our network, convene and build our membership, develop the sustainability of the charity and communicate our impact with members and stakeholders.

The General Manager is the key person responsible for the day-to-day operations of the charity and the management of the network and its activities.

TITLE	General Manager
PAY	£2500 per month to deliver the work. The fee is calculated based on approx. 3 days per week at £200 per day, but we are open to proposals for exact working pattern and rate.
CONTRACT	Freelance contract or Secondment. 1 year, with ambition to renew.
WORKING HOURS	Up to 3 days per week (depending on agreement), worked with at least 1 fixed day and some flexibility welcomed.
EXPENSES	No additional expenses payable.
LINE MANAGER(S)	Executive Co-Chairs (working approx 0.5 days / week for C4)
MANAGING	Other freelance contractors, as required.
PLACE OF WORK	Hybrid. Some in-person working, usually at either Old Diorama Arts Centre (NW1 3FE) or Holborn Community Association (WC1N 3QW), and travel required around Camden.

## Network Convening and Coordination

- Members Meetings - Coordinate and administrate a monthly schedule of Members' Meetings and quarterly Trustees' meetings (in-person and online), developed in collaboration with the Co-Chairs and other Members.
- Events management (administration, publicity, co-ordinate speakers, workshops etc)
- Visit membership spaces and facilitate network/area visits.

- Maintain relationships with other networks, share opportunities with C4 members.

### **Programme Management**

- Project manage programme activities, including member collaboration projects and cross-sectoral 'action research' projects.

### **General Administration**

- To be the main point of contact for all external communications to C4.
- Ensure the efficient and effective operations of the charity infrastructure.

### **Communications**

- Develop and deliver a communications strategy to communicate C4 ambition, progress and impact
- Maintain and update communications across platforms - LinkedIn, Website
- Oversee design, publicity, production of materials

### **Fundraising**

- Work with the Co-Chairs to research and develop a fundraising strategy and pipeline from trusts, foundations, statutory funders and corporate partners.
- Write and complete fundraising applications.

### **Evidence and Impact**

- Create and share surveys to gather feedback and evidence from C4 members.
- Collate and analyse information from external partners/network members.
- Work with the C4 members to produce a Theory of Change, Monitoring and Evaluation framework and infrastructure.

### **Finance**

- Work with the Treasurer and team at WAC Arts to ensure financial management, monitor budget and manage monthly payment run/reconciliation.

### **Governance**

- Provide Company Secretarial duties for the charity, including minuting of meetings and support with filing of accounts.

### **People**

- Manage additional contractors/freelancers when required.

# How to Apply

Please send the following to [admin@camdencommunityspaces.com](mailto:admin@camdencommunityspaces.com) by the deadline below:

- A CV, detailing your previous work and education
- A covering letter explaining your relevant experience and interest in the role.

(Applicants are discouraged from using AI to write their covering letters.)

**Deadline:** Monday 11th May 2026, 10am

**Interviews:** Thursday 14th or Friday 15th April 2026

**Access:** If any aspect of this process is not accessible to you, please let us know and we'll do our best to adapt it.



If you have questions about this opportunity, informal conversations can be arranged ahead of application. Email the Co-Chairs, Paul and Daniel on [chairs@camdencommunityspaces.com](mailto:chairs@camdencommunityspaces.com) to arrange a time.