



Job Title: Programme Manager

Organisation: The Portland Inn Project

Location: Stoke-on-Trent, UK

Contract Type: 0.8 FTE (4 days a week)

Salary: £29K Full Time Equivalent

Deadline for applications: Tuesday 18 November 2025 midnight

Interviews: Friday 5 December 2025

About The Portland Inn Project:

The Portland Inn Project CIC is an arts and community led organisation making vital change towards collective justice. We are a creative arts project for a community in Stoke On Trent with an aim to achieve community cohesion, economic, social and cultural development by involving our community in the development of a pioneering community space, cultural hub and social enterprise.

We believe in the power of art: as a tool in communicating our story; representing our needs and creating space for communities to learn. We practice collaborative approaches to production and community action. Our vision is to design, create and work together to activate a community building; We are leading the revitalisation of our neighbourhood and can be the catalyst and support for culture to thrive on the streets where we live. We advocate for people-led change, and champion the importance of art in leading that change, and in cooperation with public services.

The Portland Inn Project is cited as an exemplar project of people-led change, in an underrepresented part of the city. Our work is about long-term sustainability, development of core and embedded skills for the future of the project and the

community. We strive towards people led change and social and environmental justice for all.

The Portland Inn Project Building :

The Portland Inn Project's deeply embedded, progressive approach has helped us deliver a collaborative architectural plan and raise significant funding for a pioneering cultural space in the neighbourhood. Renovation began in October 2023. Once opened in 2025, it will enable us to scale up and diversify our offer to a city-wide audience.

The PIP building will be the first cultural centre of its kind in Stoke On Trent; A beacon of community-led development, as part of a high-quality programme of arts education and intervention. This unique building will serve as a centre for creativity, collaboration, and cultural exchange, prioritising families from the local neighbourhood.

Importantly, our organisation creates a platform for the local community to come together and redefine itself to communities from outside of the area. We do this by designing a creative programme that responds to local needs and desires and in turn, aims to create long term solutions by partnering and collaborating with local public services. This ambitious programme of activity is delivered to an audience that reaches across the city, with outcomes that include skills development, developing community cultural leaders and creating social opportunities.

We aim to achieve community cohesion, economic, social and cultural development through the work we do, we expect the Programme Manager to collaborate with us to deliver that vision.

Job Overview:

The programme manager will support the director team and work with the Operations Manager to plan and deliver the PIP programme and ensure it meets the organisation's strategic ambitions. This role ensures a programme of high-quality art and culture, responsive to local needs and desires, that is delivered and made accessible for audiences in the PIP neighbourhood and nationally. The programme manager will be responsible for managing and supporting on a range of our programme strands, including the continuation of all programme elements that involve community and relationships, food and health activity, summer programme and seasonal creative projects. It will also focus on the delivery of The Portland Inn Project's programme of educational, skills development and creative activity that builds on PIP's ten years of responsive working in the neighbourhood.

PIP has built significant trust in the neighbourhood, and this role acts as a representative for the organisation and the mission, fostering welcome to our community of neighbours and creatives. Ideally the individual in this role is comfortable

in a community context and confident at being a face to our organisation and taking great care of their public facing duties.

This is a pertinent and exciting moment for the organisation, as we prepare to move into our future building – the first cultural space of its kind in the city, and this role will support the organisation to design and deliver a contemporary community and arts programme for the neighbourhood, that also reaches a city-wide audience.

Key Responsibilities:

PUBLIC PROGRAMMING

- Work closely with PIP director/s and team on project planning, production and delivery
- Partnership building and relationship building; In response to neighbours and the organisation's Community Decision Making Panel
- Maintain relationships via meetings and planning sessions with collaborative professionals, artists and partners
- Collaborating with other PIP team members to ensure successful planning and delivery of projects
- Volunteer recruitment from the local area to support the programme.
Relationship building with volunteers. Liaising with Operations Manager to ensure there is enough support for projects from the volunteer team. Facilitating regular check ins with volunteers and working with ops manager to share relevant information.
- Supporting community members to develop new creative skills (via activity that is programmed, delivered by a range of creative professionals)
- Working with directors to programme skills-building workshops and activity, delivered by a range of creative professionals. Programming activity in response to community needs and desires, in line with the project's mission, providing supervision, motivation and inspiration to people locally
- Connecting to external projects, bodies, third sector, voluntary sector and appropriate services across the city, including managing the monthly services meetings and feedback loop to ensure these are delivering locally relevant service support
- Work to win support for improved provision and act as an advocate for our community's interests

COMMUNITY & RELATIONSHIPS

- Reach new local audiences and maintain relationships with existing ones

- Advocating for our community (neighbourhood and arts community)
- Finding ways of communicating with neighbours outside of digital media, to broker new relationships with families and maintain existing relationships
- Design approaches to engaging multi-generational people from the local area
- Refer community members to relevant agencies where necessary - local services etc
- Ensure all safeguarding and critical incidents are reported within the correct time frame ensuring the safety and welfare of our community always.
- As well as working with families that are well connected to the project already, part of this role is to diversify our programme and find ways to connect to people in the community that we have not yet reached

COMMUNICATION

- Work with director team to design and implement an effective marketing strategy for the organisation and public programme (digital and in person)
- Effectively marketing activities to the neighbourhood, and marketing relevant activities for a wider audience
- Maintaining consistency with the organisation's identity and mission, managing regular updates across social media platforms and a neighbourhood newsletter
- Leading on the sharing of the organisation's visual communication, supporting directors with storytelling and organisational narrative. Visual communication and maintaining the quality of the organisation's identity
- Communicate the work regularly via the organisation's social media channels, website and whatsapp groups and recruiting audience involvement
- Consistent communication and maintaining effective relationships with the rest of our team (Co Directors – Rebecca Davies and Anna Francis. Operations Manager – Tasmyn Stonehewer. Creative Producer – Alice Thatcher. Two Youth leaders – Jamal LeDoux and Zahra Hanif. Bookkeeper – Kerri Jackman. Documenter – Glen Stoker)
- Ensuring accessible and inclusive language is used across all elements of the programme and responding to neighbour's needs in relation to this
- Managing the content and distribution of the neighbourhood newsletter
- Championing the organisation across contexts through talks and presentations
- Attend monthly team meetings as part of maintaining the organisational mission, being part of the collective approach and vision of the programme. Discuss progress, challenges, solutions and plans for activity.

PROJECT MANAGEMENT AND DELIVERY

- Managing the production and delivery schedule, ensuring projects are delivered on time, within budget and to a quality standard
- Oversee the coordination and administration of all aspects of the project, in collaboration with PIP directors, team and bookkeeper. This includes: planning, production, project activity delivery, risk management and managing the budget in relation to the activity you are managing
- Manage all planning and booking of accommodation, transport and all necessary actions with regards to supporting artists/designers/fabricators and other collaborative workers as part of the project, overseen by Operations Manager
- Working with the team to ensure smooth delivery of programme. This includes offsite trips - and managing community trips regularly
- Liaising with Operations Manager to ensure the smooth running of the programme from the building and the implementation of efficient administration and management systems of the wider calendar for the organisation
- Working with Operations Manager to manage risk across planning and delivery
- Implement contracts, insurances and all other logistical actions in relation to project, overseen by Operations Manager
- Report on delivery of projects via monthly team meetings, bimonthly community meetings and quarterly board/funders reports - sharing with Operations Manager for collation and onward reporting to board and funders
- Report to directing team on delivery outcomes, and how this meets the organisation's mission, vision and values
- Ensure evaluative/monitoring measures are in place as part of the delivery of activity – collected and delivered to Operations Manager in agreed format
- Ensure funder's requirements are met
- Oversee the booking of documentation for the projects

FINANCE

- Manage the provision towards materials and refreshments as part of activity you lead and activity you support. Sourcing materials etc within budget.
- Maintain regular check ins with directors and bookkeeper regarding budget. You will manage the budget for the projects within the programme, overseen by Rebecca and with the support of bookkeeper Kerri Jackman
- Ensure effective administration and management of budgets across different funding streams
- Attending quarterly meetings with bookkeeper/director to look at budget over/underspend

- Preparing reports for directors or funders and attending meetings where necessary
- Identify city wide (and further) funds and resource for the programme.
Experience writing funding applications is desirable though not essential.

GENERAL

- Undertake appropriate training where needed and as agreed with managing/directing team
- Willingness to work occasional evenings and weekends to support community events and activities.
- Be fully versed with safeguarding to protect everyone from harm in accordance with current safeguarding legislation and obtain an up-to-date DBS document
- Comply with the PIPCIC policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, Confidentiality & Data Protection and Health and Safety and to seek advice from PIPCIC in these areas when required

Essential Skills & Experience:

- Proven experience in planning, producing and delivering creative and/or community-based programmes, preferably within an arts, cultural or community-based organisation
- Strong organisational and multitasking skills with an ability to manage a wide range of tasks and priorities
- Excellent communication and interpersonal skills, with the ability to engage effectively with a diverse range of stakeholders, including staff, artists, community members, and partners, and demonstrable experience in partnership building
- A proactive, solution-oriented mindset with a hands-on approach to problem-solving
- Commitment to community action and the arts and education, with a passion for community empowerment
- Experience in managing or coordinating projects, with an emphasis on inclusivity and collaboration
- Experience of managing project budgets, timelines and reporting processes
- Ability to work flexibly and adapt to changing circumstances in community contexts, as part of being in a responsive organisation
- Awareness and understanding of safeguarding, equality, diversity and inclusion in community and arts settings

Desirable Skills & Experience:

- Knowledge and experience of the local cultural landscape in Stoke-on-Trent
- Familiarity with arts programming and events management
- Experience with social media and digital tools to promote events and engage with the community
- Experience of working with local authorities, funders and/or cultural institutions
- Experience writing or contributing to funding applications and monitoring reports

Why Join Us:

At The Portland Inn Project, we are passionate about the impact of arts and culture on community development, and we're looking for a Programme Manager who shares our passion for people-led change. This is an exciting opportunity to be a key part of a growing and dynamic organisation, where your work will directly impact our local community. You will have the chance to help shape and sustain the future of our new building in collaboration with our neighbours. You will work with a creative and dedicated team and contribute to the development of a trailblazing cultural centre that serves the needs and aspirations of the people of Stoke-on-Trent.

How to Apply:

In ONE PDF Please send a CV and details of two references, along with (max 1000 words) details of how you match the job description, person specification and why you would like to work with The Portland Inn Project. Email this to REBECCA@THEPORTLANDINNPROJECT.COM with the heading PROGRAMME MANAGER.

Deadline : 18/11/25 (23.59pm)

Interviews : 05/12/25

Position Start : As soon as possible

Approach to interviews: We will undertake an in-person interview with shortlisted applicants. A set of questions will be shared in advance. The interview session will include a fee for interview and travel expenses are offered.

We encourage applicants from all backgrounds, and particularly welcome applications from people who are underrepresented in the arts and cultural sector. We are committed to ensuring equal opportunities for all applicants, and therefore if there is anything we can do to support you in your application, then please do get in touch

REBECCA@THEPORTLANDINNPROJECT.COM

We also welcome applications from outside the city, and should the successful applicant require some support or assistance with their relocation for the role, this is something we would like to help with. This could include expenses towards moving costs, travel and research into suitable accommodation locally.