the hidden gardens

Community Programme Manager

Hours per week: 28 hours
Reporting to: The Chief Executive
Salary: £23,687 - £29,711
Term: 1 year initial contract
Location: The Hidden Gardens with hybrid options

The Hidden Gardens is a unique public greenspace and community development organisation. Our vision is of a society where people live, play, learn, participate and celebrate together. We promote engagement and wellbeing within our local communities through horticulture, nature, arts, creativity and collaboration.

The role:

We are seeking a Community Programme Manager to work in our small collaborative team. This role will develop and manage a range of offers to the local community. This will include regular workshops and classes as well as larger scale community events in The Gardens. You will be responsible for the marketing and promotion of The Hidden Gardens as well as leading on delivering our arts strategy.

Main duties and responsibilities:

- Develop and manage programmes at The Hidden Gardens that respond to local needs and engage the local community
- Develop and manage referrals and provide support and signposting for participants
- Work alongside other managers to plan and deliver events
- Engage in local and relevant community networks
- Build and maintain relationships with partner organisations
- Manage allocated programme and event budgets
- Develop and implement monitoring and evaluation of all work
- Liaise with partners in the development of collaborative projects
- Work with artists and arts organisations from a range of creative practices to develop outdoor art exhibitions and events
- Recruitment, support and manage freelance facilitators
- Develop and implement effective marketing for programme and events

- Manage the coordination of promotional and communications activities, including print, online and press

- Manage The Hidden Gardens online presence and content, including website and social media accounts, in collaboration with the team

- Contribute to The Hidden Garden's governance at board sub-group level

- Any other duties in the scope and the purpose of the role

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.
Some weekend and evening hours will be required to cover events.

Person Specification

Essential Skills and Experience

- Experience of working in a community setting

- Excellent people and communication skills

- Ability to plan strategically

- Experience of implementing effective planning, monitoring and evaluation systems

- Experience of supporting and supervising staff

- Experience of working with a range of public and third sector partners

- Good administrative skills with experience of setting up and managing administrative systems for projects

- Fully computer literate with good digital skills

- Marketing and communications experience including managing content for social media platforms and uploading web content on Wordpress

- Good copy writing skills, with an ability to tailor communications to specific audiences

- Ability to manage a complex workload, working responsively and flexibly to meet the needs of the organisation.

Desirable Skills and Experience:

- Experience and knowledge of delivering public art and working with creatives

- Film making skills, particularly iMovie knowledge