

<b>Job Title:</b>	<b>Near Neighbours Programme Manager</b>
<b>Accountable to:</b>	Director of Community Resilience
<b>Conditions:</b>	
<b>Hours of work:</b>	28 hours per week (can be worked flexibly) (0.8FTE)
<b>Base:</b>	Home-based with regular travel (approx. 2-3 times per month) across England.
<b>Salary:</b>	£34,000 (£42,500 FTE)
<b>Contract:</b>	Fixed term contract, 8 months with potential for extension, depending on funding
<b>Annual Leave:</b>	22 days pro rata + 3 fixed additional days over the Christmas period
<b>Application Closing Date:</b>	9am 28 <sup>th</sup> July 2025

<b>About Near Neighbours:</b>	<p>Near Neighbours brings people together in communities that are religiously and ethnically diverse so that they can get to know each other better, build relationships of trust, and collaborate together on initiatives that improve the local community that they live in.</p> <p>Since 2011, we've supported thousands of grassroots projects and built a national reputation for being a trusted, relational and impact-driven partner.</p> <p>Our model is locally led and nationally connected: we work through regional hubs, support grassroots grant-making, and amplify local voices through learning, communications, and advocacy. We support people of different backgrounds to meet, understand each other better, and take action together.</p>
<b>The Role:</b>	<p>This role is part of the newly formed Directorate of Community Resilience within Church Urban Fund and will lead on the delivery of the 2025/26 Near Neighbours programme that is funded by the Ministry of Housing, Communities and Local Government.</p> <p>We are looking for an experienced programme / project manager with experience of working toward community cohesion and resilience, especially within multi-faith and multi-cultural settings.</p> <p>Key responsibilities include managing partnerships with 10+ local hubs, working with internal and external stakeholders, supporting communications and impact activities, and reporting to government and funders.</p> <p>You'll be the key link between strategic ambition and on-the-ground delivery. This is a hands-on role, suited to someone who can manage complexity and nuance, loves working with local partners, and brings clarity and momentum to delivery.</p> <p>You'll also support forward planning, contributing to the future shape and sustainability of Near Neighbours as we evolve our model.</p> <p>You will have a passion for community cohesion and the power of the local to bring about change, as well as an understanding of areas of diversity and interfaith work. You will be skilled in</p>

	programme management and partnership working and experienced in working with a range of stakeholders.
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#### Principal responsibilities include:

##### Programme Delivery and Management

- Lead the delivery of the 2025/26 Near Neighbours programme, ensuring milestones, targets and reporting requirements are met.
- Support and coordinate local hubs, helping them translate the national workplan into contextualised local delivery.
- Maintain strong working relationships with hubs, enabling collaboration, problem-solving and learning across the network.
- Oversee hub agreements and ensure clear mutual expectations are set and maintained.
- Coordinate reporting timelines and templates, ensuring timely and high-quality reports to MHCLG and internal stakeholders.

##### Communications, Engagement and Learning

- Collaborate with the Communications Manager to share compelling stories of impact and promote programme activity.
- Support the Listening & Learning Team to embed monitoring, evaluation and storytelling across the programme.
- Amplify community voices in internal and external channels to reflect diverse lived experience.
- Work with internal teams to ensure that the Near Neighbours programme is informed by, and contributes to, the broader mission of CUF.

##### Grants Management

- Work alongside the Grants Manager to coordinate and track small grants to grassroots organisations.
- Support hubs in identifying and nurturing strong grant applicants and sharing learning across regions.
- Ensure grant activity contributes to programme outcomes around cohesion, trust-building, and cross-cultural collaboration.

##### Strategic Input

- Contribute to future planning and strategy development, including input into a 3-year strategic roadmap.
- Support the formation and coordination of a Near Neighbours Programme Steering Group.

- Help refine the Near Neighbours USP and voice, with particular attention to faith inclusion and civic engagement.
- Support the charity's advocacy and fundraising ambitions.
- Help shape CUF's work on how faith contributes to civil society, ensuring it reflects lived experience and actively includes faith communities.
- Support the development of CUF's internal faith literacy to approach this work with integrity and insight

### Person Specification – Near Neighbours Programme Manager

ESSENTIAL SKILLS AND EXPERIENCE	DESIRABLE SKILLS AND EXPERIENCE
Proven experience of managing large or complex programmes, ideally in social impact, community, or faith-based sectors.	Experience of government-funded programme delivery and reporting.
Strong understanding of social cohesion, resilience, and multi-faith or multi-ethnic community work, including the issues currently faced by religiously and ethnically diverse communities.	Knowledge of monitoring and evaluation tools for social impact programmes.
Experience of working with and through local delivery partners and/or grant-funded organisations.	Experience of incorporating user voice and lived experience into the design and development of activities and projects
Confidence in working with data, budgets, and reporting frameworks.	Strong influencing and negotiating skills to navigate conflicting stakeholder needs
Strong stakeholder management and interpersonal skills.	Experience supporting or leading cross-sector partnerships.
High degree of initiative, problem-solving, and adaptability.	Familiarity with community engagement in urban, multi-faith or marginalised settings.
Able to manage competing priorities and deadlines.	Experience of managing services across geographically dispersed teams.
Commitment to diversity, equity, and inclusive working practices.	

Church Urban Fund (CUF) as the parent charity will be the legal employer.

CUF is an inclusive organisation and we welcome all applications. We want our workforce to be truly representative of the communities we serve. Diversity is an asset to our organisation and helps us create an inclusive, welcoming environment for all.

## HOW TO APPLY

**Potential Applicants:** If you're interested in applying and excited about working with us but are unsure if you have the right skills and experience, we'd still love to hear from you. We don't expect everyone to meet all of the criteria listed. If you would like to arrange an informal discussion about the role prior to making an application, please email [hr@cuf.org.uk](mailto:hr@cuf.org.uk)

**To apply:** email an up-to-date CV and covering letter (up to 2 sides of A4) outlining your relevant skills and experience, relating to the listed responsibilities and person specification to: [hr@cuf.org.uk](mailto:hr@cuf.org.uk)

**Applications close:** 9am Monday 28<sup>th</sup> July 2025.