



OASIS

Job Description

LOCATION:	Immingham
JOB TITLE:	Pride in Place Programme Co-ordinator
GRADE:	TBC
RESPONSIBLE TO:	Pride in Place Neighbourhood Board Chair
ACCOUNTABLE TO:	Pride in Place Neighbourhood Board
RESPONSIBLE FOR:	Commissioned consultants, contractors, and project support resource

MAIN PURPOSE OF THE ROLE:

Under the direction of the Programme Board Chair and local authority lead, the post holder will coordinate, lead and manage the delivery of the Pride in Place Programme Immingham & Habrough and Stallingborough (tbc), ensuring the programme is community-led, evidence-based, compliant with funding requirements, and aligned with the vision and priorities agreed by the Neighbourhood Board.

The postholder will provide visible place leadership for Immingham and Habrough and Stallingborough (tbc), championing the area's long-term ambitions and bringing together residents, community groups, businesses, public services, elected members and delivery partners to achieve lasting, positive change. Working across sectors and communities, they will build trusted relationships, encourage collaboration and help create a shared sense of purpose, ownership and pride in place around a common vision for the future of the area.

The postholder will oversee the planning, delivery, monitoring and reporting of all programme activity, including community engagement and the coordination, development and submission of the 10-year Regeneration Plan and 4-year Investment Plan. They will ensure strong governance, meaningful community involvement, sound financial management and the effective delivery of approved projects. Through visible and credible leadership, they will ensure local voices shape decision-making and that the programme creates a lasting legacy of stronger relationships, increased local capacity and enhanced civic pride.

Key Tasks

Programme leadership and governance

1. Support and coordinate community and stakeholder engagement to inform the development of the required 10-year regeneration plan and 4-year investment plan. This will include coordinating, drafting and submitting these documents and supporting information to the Ministry of Housing Communities and Local Government (MHCLG) to deadlines in conjunction with the Chair, the local authority lead and on behalf of the Board.
2. Manage the delivery of the Pride in Place Programme, ensuring alignment with the Government's published documents and guidance and the Neighbourhood Board's approved [Pride in Place Regeneration Plan and 4-year Investment Plan](#).
3. Provide lead secretariat and governance support to the Pride in Place Neighbourhood Board and Chair, preparing agendas, papers, reports, minutes, action logs and decision records, attending meetings as required.
4. Liaison between the Pride in Place Neighbourhood Board, [local authority and town and parish](#) councils, residents, agencies and stakeholders, ensuring strong governance and transparent decision-making as required.
5. Implement and maintain governance frameworks, ensuring compliance with relevant conditions and requirements.
6. [Act as a Place Leader for Immingham and Habrough and Stallingborough \(tbc\), building trusted relationships across communities, sectors and organisations, connecting people and resources, championing local aspirations and fostering collective ownership of the area's future development.](#)

Project management

7. Develop and maintain programme and project management documentation including workplans, risk registers, issue logs, milestone plans, and reporting dashboards.
8. Coordinate project development activity including business cases, feasibility studies, option appraisals, project briefs and stakeholder consultation.
9. Oversee the development and assessment of project applications, business cases, and funding proposals for project selection.
10. Manage the delivery of approved capital and revenue projects, ensuring outputs meet quality expectations and funding requirements.
11. Undertake site visits, inspections, and partner meetings to monitor and support project delivery.
12. [Work in collaboration with any commissioned delivery partner or](#)

consultant appointed by the Neighbourhood Board.

13. In liaison with the Neighbourhood Board Chair and local authority lead, liaise with MHCLG colleagues to ensure the programme continues to meet the requirements of the national Pride in Place prospectus.

Financial and performance management

14. Maintain accurate budget monitoring, expenditure tracking and profiling, claims and audit trails in partnership with the local authority as the accountable body.
15. Prepare financial and performance reports for Board, local authority leadership, and government departments, ensuring timely and accurate submission.
16. Lead procurement for projects, preparing specifications, tender documentation, clarifications, bid assessments and contract management activity, ensuring contract compliance and value for money.
17. Maintain comprehensive records in accordance with audit, data protection, and financial regulations.
18. In liaison with the local authority as accountable body, draft, issue and manage any Funding Agreements with delivery partners, ensuring compliance with terms and conditions developed in accordance with funding rules.

Community engagement and communications

19. Develop and deliver engagement approaches that place residents at the heart of the programme, facilitating meaningful participation, co-design and community-led decision making.
20. Build, convene and sustain strong networks across community groups, businesses, statutory services, voluntary organisations and local leaders, creating opportunities for collaboration and collective action.
21. Manage public communications, including updates, briefings, social media content and information for stakeholders.
22. Act as an ambassador and advocate for Immingham and Humber and Stallingborough (tbc), promoting the achievements, opportunities and ambitions of the area through effective representation at local, regional and national forums.

Strategic support

23. Provide professional advice to the relevant local councils on regeneration, place shaping and project opportunities arising from Pride in Place activity.

General

24. To undertake relevant training and development opportunities.
25. To comply with [Oasis](#) policies at all times, including Health and Safety, Equal Opportunities, Data Protection and Safeguarding.
26. Apply consistently the principles of Equal Opportunities and promote the council's values and behaviours in all aspects of work.
27. Undertake any other duties commensurate with the grade and nature of the role.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

12/05/2026 AH Chair PIP & SH NELC



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Person Specification

Post Title: Pride in Place Programme Co-ordinator (suggestions of Place Programme Co-ordinator or should this be leader?)

Location: TBC

Skills and Abilities

Essential Criteria

- Communicates clearly and with discretion, adapting their style to varied audiences, influencing and negotiating effectively, and leading communication on strategic issues while confidently engaging senior stakeholders
- Leads multidisciplinary teams and projects, building strong and effective relationships while managing complex stakeholder interactions
- Leads strategic planning across services, allocating resources and setting priorities to achieve organisational objectives
- Provides strategic decision-making, anticipating risks and leading the resolution of complex or sensitive issues with service-wide impact
- Provides strategic leadership, managing budgets and resources while influencing organisational priorities and driving service delivery
- Uses data and ICT systems confidently to inform decisions, producing clear reports and helping to improve processes
- Oversees data strategy, using analytics to inform strategic decision-making and drive organisational priorities
- Ability to handle sensitive information with discretion and professionalism
- Demonstrable ability to act as a Place Leader, inspiring confidence, building trusted relationships, connecting diverse stakeholders and creating a shared vision for place-based change and community impact.

Desirable Criteria

- Ability to analyse and interpret complex funding requirements

Education and Qualifications

Essential Criteria

- Degree-level or professional qualification Level 4 to 5 (where applicable) or demonstrable experience
- Relevant vocational qualification level 4 or equivalent experience • Evidence of continuous professional development

Knowledge

Essential Criteria

- Applies highly specialised expertise to influence and shape policy, practice and service direction at a strategic level
- Excellent knowledge and understanding of administering large and complex projects
- Expert knowledge of risk management and its application in programme

management

- Knowledge of the voluntary/charitable sector
- Knowledge of grant funding

Desirable Criteria

- Knowledge of working in a political, public-sector environment •
An understanding of economic and community development

Experience

Essential Criteria

- Has significant experience at a senior level, leading strategic work programmes and managing complex projects or teams
- Governance of major budgets with strategic financial accountability
- Experience of managing community engagement, stakeholder consultation and partnership working
- Strategic asset planning

Desirable Criteria

- Experience supporting a broad range of organisations and groups to deliver projects

Professional behaviours and values

Essential Criteria

- Leads customer service strategy, ensuring high performance, innovation, and continuous improvement across services
- Leads collaborative stakeholder relationships
- Acts as a role model for professionalism and organisational values, shaping a positive, inclusive culture across the organisation
- Applies equalities, diversity and inclusion principles to work and promotes their consideration in all aspects of service delivery

Other

- Ability to work occasional evenings and weekends