

Leisure and Culture

Community and Partnerships Manager Job Description and Person Specification

Job Description

Job Title:	Community and Partnerships Manager (Leisure and Culture)
Department:	Place, Communities and Enterprise
Function:	Regeneration & Growth
Team:	Leisure and Culture
Post number:	S007533
Grade:	LBR13
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36hrs/52.14 weeks
Base location:	Lynton House 255-259 High Road, Ilford Essex IG1 1NN
Reports to: <i>Job title</i>	Head of Leisure and Culture
Responsible for: <i>Job titles of direct reports</i>	Leisure and Culture Development Officer
Role purpose and role dimensions: <i>Overview of the job</i>	The Community and Partnerships Manager leads the development, coordination and growth of strategic partnerships that enhance leisure, culture and community opportunities across the borough. The role focuses on building strong relationships with community organisations, providers, education, health partners and regional bodies to expand participation, attract investment, support innovation and strengthen the borough's cultural and physical activity offer across parks, open spaces, libraries, museum, theatre, sports development programmes, cultural events and venues The postholder plays a key role in enabling collaborative delivery models, supporting place-based working and ensuring partnerships contribute to Council priorities such as health, inclusion, participation and economic growth.
Key external contacts: <i>Organisations</i>	Vision Redbridge Culture and Leisure (operator) Community Organisations and Clubs
Key internal contacts: <i>Job titles or groups of staff</i>	Finance Team Facilities Management Team Estates Team Insurance Team Education Team Public Health
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	The Leisure and Culture portfolio manages a substantial financial remit, comprising an annual revenue budget exceeding £11.5 million and a capital programme of over £4 million. Within this context, the Community and Partnerships Manager will play a key role in ensuring the Council maximises inward investment opportunities for its communities, including but not limited to working with partners to apply for grant funding and seeking sponsorship opportunities.

Key areas for decision making:	Strategic partnerships Stakeholder management Advocacy Investment opportunities
Other considerations: <i>E.g. working patterns</i>	Occasional site visits, evening or weekend work

Key accountabilities and result areas:	Key elements:
Partnership Development & Relationship Management	This will involve: • Identify, establish and manage strategic partnerships across leisure, culture and community sectors. • Build strong relationships with community organisations, cultural institutions, education providers, health partners and regional networks. • Act as a key external relationship lead for the service. • Support partnership governance arrangements and collaborative working structures. • Strengthen engagement with voluntary, community and grassroots organisations. • Work across Council services including public health, regeneration, education, communities and property. • Coordinate cross-partner programmes and initiatives. • Support mobilisation of new partnerships and projects. • Work closely with contract management colleagues where partnerships link to commissioned services. • Facilitate partner forums, networks and engagement events. • Monitor outcomes and impact of partnership activity.
Programme & Opportunity Development	This will involve: • Develop partnership programmes that increase participation in physical activity, culture and creative activity. • Identify opportunities for joint delivery, co-commissioning and shared use of spaces. • Support the development of new initiatives across parks, libraries, cultural venues and community settings. • Enable partnership delivery linked to sports development, cultural programming and community wellbeing. • Help shape borough-wide campaigns and themed programmes.

Funding, Investment & Income	This will involve: • Identify and pursue external funding opportunities, grants and sponsorship. • Lead or coordinate funding bids in collaboration with partners. • Support development of investment proposals and business cases. • Build relationships with funders, regional bodies and cultural agencies. • Contribute to income generation through partnership activity.
Strategic Development & Insight	• Contribute to leisure and culture strategies and action plans. • Map partnership landscape, gaps and opportunities. • Use data and insight to inform partnership priorities. • Support place-based approaches and targeted interventions. • Ensure partnerships align with Council priorities and community need.
General accountabilities and responsibilities	
Green Statement	This will involve: ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	This will involve: ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	This will involve: ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.

Safer Working	This will involve: ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a Disclosure and Barring Service (DBS) check and references will be taken up prior to interview.
Equalities	This will involve: ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	This will involve: ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	This will involve: ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.



Person Specification

Job Title:	Community and Partnerships Manager (Leisure and Culture)		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable</i>		A - I - T	Weighting
Minimum education/ qualifications:	Related Sector Degree or equivalent experience	A	2
Minimum experience/ knowledge/ skills:	• Experience developing and managing partnerships. • Experience working in leisure, culture, parks, community development, sport, public health or related sectors. • Experience developing programmes or initiatives with multiple stakeholders. • Experience contributing to funding bids or investment proposals. • Experience working across organisational boundaries. • Ability to build strong relationships building and influencing skills. • Ability to identify opportunities and turn them into deliverable initiatives. • Understanding of community engagement and participation. • Ability to coordinate multiple projects and stakeholders. • Strong communication and facilitation skills. • Strategic thinking with delivery focus. • Experience working in local government (desirable) • Knowledge of cultural sector funding and sport/physical activity landscape. • Experience with place-based or community-led delivery models. • Experience developing partnership governance structures.	A I	3

Minimum competencies: Customer focus	Able to: • Champion a community-first approach, ensuring services and partnerships deliver meaningful outcomes for residents • Use insight, data, and engagement to understand community needs and shape provision • Ensure services are inclusive, accessible, and responsive to diverse populations • Drive initiatives that improve participation, health, wellbeing, and social cohesion • Balance community outcomes with financial sustainability and service performance	A I	2
Communicating and influencing	Able to: • Communicate strategic priorities and programme outcomes clearly to a wide range of stakeholders, including elected Members • Produce high-quality reports, briefings, and partnership updates • Influence partners to align with council priorities and deliver shared outcomes • Represent the service in multi-agency forums, boards, and community settings • Navigate complex or sensitive conversations with confidence and diplomacy	A I	3
Building relationships, working together and in partnership	Able to: • Lead the development and management of strategic partnerships across public, private, and voluntary sectors • Build strong, trusted relationships with community organisations, health partners, cultural institutions, and regional bodies • Facilitate collaborative working to deliver integrated services and joint initiatives • Identify and secure opportunities for external funding, investment, and shared delivery • Act as a key connector between the council and communities	A I	3

Respecting & implementing diversity	Able to: • Embed equality, diversity, and inclusion into partnership strategies and service delivery • Ensure partnerships actively address inequalities and improve access for underrepresented groups • Promote inclusive engagement practices and community voice in decision-making • Challenge inequity and supports culturally relevant service provision • Use data and insight to target interventions and improve outcomes	A I	3
Planning, organising & achieving results	Able to: • Develop and deliver partnership plans, strategies, and programmes aligned to council priorities • Manage complex programmes and multiple stakeholders effectively • Oversee budgets, funding streams, and resource allocation (where applicable) • Set clear objectives and monitor performance against outcomes and KPIs • Ensure delivery of measurable community impact and value for money	A I	3
Embracing change	Able to: • Lead and support transformation initiatives across community and partnership delivery • Identify opportunities for innovation in service models and engagement approaches • Respond proactively to policy changes, funding challenges, and emerging community needs • Encourage a culture of continuous improvement and learning across partnerships • Support organisations and communities to adapt to change •	A I	3
<i>For those with managerial responsibility</i> Leadership	Able to: • Provide clear direction and strategic oversight for community and partnership work • Inspire confidence among partners, stakeholders, and internal teams • Represent the service at senior forums and deputises where required • Lead in complex, politically sensitive environments with professionalism • Drive a culture of collaboration, accountability, and impact	A I	3

Managing and developing people	• Leads and develops staff, fostering high performance and continuous learning • Sets clear objectives and supports teams to deliver outcomes effectively • Manages performance constructively and recognises success • Builds capability in partnership working, engagement, and programme delivery • Promotes wellbeing and an inclusive, supportive team culture	A I	3
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