



Citizens Advice Blackpool are working with Blackpool's Pride in Place Neighbourhood Board to recruit a Programme Manager.

The Programme Manager will work for Citizens Advice Blackpool and be based in the communities of Layton and Grange Park working exclusively for the Pride in Place Neighbourhood Board.

Details of the role are below.

If you meet the essential criteria and want to apply for this exciting new role supporting communities in Blackpool then please send your CV and a covering letter of not more than 2 sides of A4 to Lorraine.Fisher@blackpoolcab.org.uk by Friday 14th August 2026. Please make sure your covering letter tells us how you meet the essential criteria and how you would work with the communities to engage, co-ordinate and deliver this initiative.

Programme Manager

Salary: £40,000 – £50,000 per annum (*depending on experience*)

Location: Blackpool (*Layton & Grange Park*) - hybrid working, with community-based delivery

Reporting to: Chair of the Pride in Place Neighbourhood Board

Pride in Place

Pride in Place is a £20 million, 10-year government-funded programme focused on improving outcomes for communities in Layton and Grange Park.

The programme is community-led and aims to invest in what matters most locally, from neighbourhood improvements and community facilities to opportunities for young people and stronger, safer communities.

About the Role

We are looking for a highly motivated and organised Programme Manager to play a central role in shaping and delivering this work.

This is a unique opportunity to help **develop a long-term vision for the area**, working directly with residents, partners and stakeholders to create a programme that reflects local priorities and delivers meaningful, lasting change.

The role spans **planning, engagement and delivery**, supporting the development of the 10-year vision and 4-year Investment Plan and then leading the coordination of activity to bring it to life.

Responsibilities:

1. Programme Planning & Development

- Support the development of the 10-year Regeneration Plan and 4-year Investment Plan
- Gather, analyse and interpret local data, insight and evidence to inform priorities
- Identify needs, gaps and opportunities across Layton and Grange Park
- Work with partners and stakeholders to co-produce proposals and interventions
- Ensure plans are evidence-based, deliverable and aligned with community priorities

2. Community Engagement & Participation

- Design and deliver a programme of community engagement activity
- Work with residents, community groups, schools and local organisations
- Ensure a diverse and representative range of voices are heard
- Capture and translate community feedback into meaningful insight
- Support the development of community voice structures and sub-groups

3. Programme Delivery & Coordination

- Translate Board decisions into clear actions and delivery plans
- Coordinate activity across multiple projects and partners
- Track progress against agreed priorities, milestones and outcomes
- Identify risks and issues, and take proactive steps to address them
- Ensure delivery is aligned with agreed timelines and budgets

4. Stakeholder & Partnership Working

- Build and maintain strong relationships with key stakeholders
- Work collaboratively across public, private and voluntary sector partners
- Act as a key point of coordination between the Board and delivery partners
- Support alignment with existing activity across Blackpool

5. Governance & Board Support

- Support the Chair and Board to operate effectively
- Prepare reports, briefings and updates for Board meetings

- Ensure decisions are recorded and actions are followed through
- Work within the agreed Terms of Reference and governance arrangements

6. Funding & Project Development

- Support the development of project proposals for investment
- Identify and pursue match funding and external funding opportunities
- Monitor delivery of funded projects and ensure accountability
- Ensure appropriate documentation and audit trails are in place

7. Compliance & Reporting

- Ensure reporting requirements are met (Board, Council, MHCLG)
- Support the development of systems, processes and documentation
- Work with the accountable body to ensure compliance with financial and governance requirements
- Support delivery in line with key policies (e.g. safeguarding, EDI, data protection)

Who are we looking for:

Essential

- Experience of programme or project management in a complex environment
- Strong organisational skills and ability to manage multiple priorities
- Experience of working with a range of stakeholders and partners
- Ability to analyse information and use evidence to inform decisions
- Excellent communication and interpersonal skills
- Ability to work independently and use initiative
- Commitment to community-led approaches and inclusive working

Desirable

- Experience of community engagement or co-production
- Knowledge of regeneration, community development or public sector programmes
- Experience of managing funding or grant programmes
- Understanding of governance and partnership structures

Additional Information

- The role will require flexible working, including some evenings and weekends to support community engagement activity.
- The post holder will be expected to work across Layton and Grange Park on a regular basis.
- The role may evolve over time as the programme develops

Our Commitment

We are committed to building a programme that reflects and serves the communities of Layton and Grange Park. We particularly welcome applications from individuals who:

- Have a strong connection to the area
- Reflect the diversity of the local community
- Bring lived experience and understanding of local challenges

Why Join Pride in Place?

This is an opportunity to:

- Play a key role in shaping a £20m investment programme
- Work directly with communities to influence real change
- Be part of a high-profile, long-term regeneration programme
- Help create a lasting legacy for Layton and Grange Park