

Yorkshire Programme Manager

Job Description and Person Specification

Role	Yorkshire Programme Manager
Term	Permanent
Start	January 2027
Working Pattern	28 hours per week (plus lunch breaks), equivalent to 4 days per week. We are open to discussing a range of working patterns.

Remuneration	£40,000 per annum, pro-rated to £32,000. 27 days annual leave pro-rated (plus bank holidays), pension contribution.
Benefits	Flexible working policy, employee assistance programme

Location	Remote, based within West Yorkshire. This role will require travel to regular face-to-face meetings and events across West Yorkshire, with a current focus on Batley, Dewsbury and Heckmondwike. We also have regular team days, at varying locations. Related travel expenses will be reimbursed.
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Funding	This role is funded by the National Lottery Community Fund. 
Reports into	Head of Community Programmes
Current Direct Reports	2 x Community Action Workers (currently 1 day a week each) 1 x Project Officer

Application process and deadline	Apply by 9am on 26th October 2026 by completing the <u>application form</u> online. The form contains questions specific to the role and we will ask you to upload your CV. Interviews are expected to take place on 5th November 2026.
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	Please let us know if you require any reasonable adjustments. You can find out more about our inclusive recruitment practices below.
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Join our team to help us build sustainable community-led social action in West Yorkshire!

This is an incredibly exciting opportunity for someone looking to play a key role in a small but influential charity building a positive legacy for



the late Jo Cox MP in her home town and nationally.

We are looking for someone with experience of leading community building and organising initiatives, who is skilled in engaging and working collaboratively with diverse communities, has a deep understanding of asset based community development, brings a self-motivated, action-oriented approach, and a genuine commitment to equity, diversity and inclusion.

ABOUT THE ROLE

The Yorkshire Programme Manager will be responsible for managing our Stronger Communities work in West Yorkshire. At present this is primarily focused around Bridging & Belonging, an established project that is entering a new phase supporting community-led action in Batley, Dewsbury and Heckmondwike following a period of community listening. The postholder will join a project with strong foundations, trusted relationships and a clear

direction. Working alongside colleagues, residents and local partners, the role will lead the next phase of the project while keeping local people at the heart of its priorities and activities.

Over the coming years, the work will support community-led action that strengthens neighbourliness and hyper-local connection, creates new ways for people to connect across communities, and develops projects built around shared interests, shared places and shared concerns. It will

also back activity that celebrates local strengths, makes space for difference, and builds a stronger sense of belonging. As part of this, the role will:

- Develop a More in Common Creative Collective with residents and partners, using arts and creativity to challenge division and share local stories;
- Develop a Community of Practice that brings together staff, partners and community members to share learning and build relationships; and



- Run Let's Talk, a facilitated conversation series that helps people address tensions and divisions through careful, relational dialogue.

ABOUT YOU

We're looking for someone who is deeply committed to mobilising community power and supporting community-led change through asset and strengths-based practices. You will have a relational way of working that starts with listening, trust-building, and identifying the strengths, interests



and leadership that already exist within communities. You will be an experienced practitioner and line manager in one or more of the fields of community development, co-production, community arts, and participatory & community-led research.

Above all, you will bring values that align strongly with The Jo Cox Foundation's vision and Jo's 'more in common' ethos. This will be reflected in your belief in the strengths of connected communities, and your



commitment to bringing people together across difference.

ABOUT THE JO COX FOUNDATION

Jo Cox was driven by her belief that a fairer, kinder and more tolerant world was possible and dedicated her career to helping those less fortunate than herself, whether in Batley and Spen or around the world. She believed passionately that even the greatest challenges could be overcome.

On 16 June 2016, on her way to a constituency surgery to meet with



local residents of Batley and Spen, Jo was murdered because of her beliefs. In the days after Jo's murder, tens of thousands of people gathered across the UK and chose connection over division.

Since 2016, The Jo Cox Foundation has continued this legacy. We believe connection is fundamental to societal strength. It makes us healthier, more cohesive, and more resilient; whereas disconnection creates a vacuum where polarisation thrives and community trust erodes. We work with

communities and across society to strengthen connection, trust and respect by:

- **Working alongside communities** to build relationships and support community-led action.
- **Catalysing a movement** rooted in the belief that “we have more in common”, bringing people together to build confidence, support connection and create change.
- **Advocating for change** that increases connection, respect, and



safety across our communities and politics.

BUILDING STRONGER COMMUNITIES

We nurture stronger communities through our local work in West Yorkshire and two national programmes: the Great Get Together and the More in Common Network.

Within West Yorkshire, we support communities to participate in our national programmes – the Great Get Together and the More in Common Network – and we also deliver specific



local projects with and for communities in the region.

"I am Batley and Spen born and bred, and I could not be prouder of that. I am proud that I was made in Yorkshire and I am proud of the things we make in Yorkshire. Britain should be proud of that, too."

Jo Cox, Maiden Speech 2015

Currently, our main focus in the region is our 'Bridging & Belonging' project. The first stage of this project ran for 18 months between May 2024 and

December 2025. This involved a series of local listening events. What we heard was clear: people in North Kirklees want more chances to connect with one another and to shape what happens in their neighbourhoods, using their own ideas, skills and experience to make a positive difference.

Stage two has now begun: a four-year project funded through the National Lottery Community Fund's Reaching Communities programme. This phase will strengthen neighbourliness, reduce



division, and support community-led action that builds stronger, more connected communities. It is rooted in asset-based community development and creative, participatory community organising, with a focus on helping local people start, grow and sustain social action that brings people together across lines of difference.

**WORKING AT THE JO COX
FOUNDATION**



Our core values at The Jo Cox Foundation include empathy, ambition and collaboration – and we work hard to apply this to our relationships with our staff as well within the work that we do.

As a remote organisation, we recognise the challenges that this brings, so we carefully consider how we can build a team culture where everyone feels accepted and included. We do this through a combination of frequent team days (with a mixture of remote and in-person days) and



through regular and ongoing ways for the team to connect, both for work and to socialise.

KEY RESPONSIBILITIES

Project Management

- Lead community work in West Yorkshire – currently the Bridging & Belonging project – keeping the project plan under review and managing its delivery.
- Line and team management.
- Identify, monitor and mitigate project risks.
- Manage the project budget.
- Implement a project monitoring and evaluation plan with the support of the Evaluation and Impact Manager.

- Continually share insight and knowledge of the communities in and around Batley, Dewsbury and Heckmondwike, using it to influence project planning and delivery.

Project Delivery

- Support team members to regularly review and adapt activity plans, ensuring that they support local people to start, build and sustain community-led social action.
- Lead the development and implementation of a local Community of Practice.

- Work in ways that build power, agency, connection and collective capacity over time, ensuring local people remain at the centre of shaping activity and direction.
- Lead the design and delivery of relationship building events, activities and conversations that bring people together to undertake community-led social action.
- Lead the creation of welcoming and inclusive spaces where people from different backgrounds can build trust, strengthen relationships and engage with difference.

- Lead the delivery of our facilitated conversation series, Let's Talk.
- Lead the development of the More in Common Creative Collective and other interdisciplinary creative activities to celebrate difference and challenge divisive narratives.
- Ensure that arts activity is grounded in relationships, locally-led and connected to the wider goals of bridging, belonging and community power.

Stakeholder Engagement

- Work alongside local team members to build strong, trusting relationships with residents, groups, social action project leads, partners and local stakeholders.
- Develop, maintain and implement a stakeholder engagement strategy for regional projects.
- Lead our day-to-day relationship with the grant manager for the regional project/s, including leading on project reporting.
- Represent the Foundation at external events in the area as appropriate.

- Develop and maintain relationships across West Yorkshire; with local organisations, grassroots groups, artists, facilitators, public services and other partners, identifying opportunities for collaboration.
- Work closely with external partners to ensure our work in West Yorkshire is connected and responsive to the wider local context.

Programme Management and Fundraising

- Lead the development of new project ideas, including those

arising from the outcomes of the current Bridging & Belonging project.

- Provide information and local expertise to the Head of Community Programmes to support fundraising for our Yorkshire based work.
- Work with the wider team to connect Bridging & Belonging with our [More in Common](#) programme, including developing a More in Common Partnership in West Yorkshire.
- Ensure asset-based community development practices and principles are effectively adopted

by your team, and are understood and embraced by other colleagues at the Foundation.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time or as programmes evolve that are in line with the level of the role.

PERSON SPECIFICATION

Experience, Knowledge and Skills

- Significant experience in developing and delivering

community-led projects that nurture community power, ideally within West Yorkshire.

- Strong working knowledge of asset-based community development, and experience of adopting asset-based community development for social change.
- Experience of working co-productively with communities.
- Experience of managing and building relationships with a diverse range of partners and stakeholders, ideally within West Yorkshire.
- Evidence of a commitment to implement diversity and inclusion

best practice in an effective and meaningful way.

- Experience of working collaboratively within a team to develop and deliver projects.
- Understanding of issues affecting communities in West Yorkshire, particularly in relation to social cohesion.
- Knowledge of community and public sector organisations in West Yorkshire.
- Programme and project management skills, including budget management.
- Experience of managing a team.

- Experience facilitating inclusive and engaging meetings, workshops, or community conversations.

Personal attributes

- Ability to build and maintain relationships with a wide range of stakeholders, including with people from very different backgrounds and creating trust across differences.
- Strong communication and interpersonal skills.
- Commitment to building community power and local leadership rather than creating dependency.

- Empathetic, grounded and approachable, with the ability to listen well and work alongside people with humility, care and respect.
- Ability to work independently and to use initiative to solve problems and pursue opportunities.
- Ability to reflect critically on own performance, with a focus on professional development.
- Motivated by social justice and bringing people together across difference.



- Commitment to equity, diversity and inclusion in practice, not only in principle.
- Committed to the values of The Jo Cox Foundation, to the principle that 'we have more in common than that which divides us', and to fostering a culture where everyone feels they belong.

If you're unsure whether you're right for this role or have any specific questions regarding it, please get in touch via info@jocoxfoundation.org and we can discuss further.

AN INCLUSIVE RECRUITMENT PROCESS

The Jo Cox Foundation has a strong commitment to equality, diversity and inclusion. We want to ensure that we reflect the full breadth of people we aim to support and are able to fulfil our vision of a kinder, more compassionate society where every individual has a sense of belonging, and this is reflected in our recruitment practices.



For all roles we utilise an application form that will ask three main questions that are relevant to the job being advertised. These application forms are assessed in a blind shortlisting process by a minimum of two staff members, who will independently score responses to the questions in order to eliminate bias.

As a Disability Confident Committed Employer, The Jo Cox Foundation guarantees an assessment / interview slot to applicants with a disability or long-standing illness who meet the



essential criteria for the role. In the event of a high volume of applications, we will invite the highest-scoring disabled applicants who meet the minimum criteria to interview.

We know that interviews are a stressful experience, and can provide a particular challenge for candidates who are neuro diverse. For this reason, we send our interview questions to all candidates thirty minutes before their scheduled interview time, so that they have time to read them and prepare for the interview.



If we interview you, we are committed to providing tangible feedback, so that you can understand where you did well and where you did less well during the interview. We hope that this will support you to thrive in future interviews.

We have made various other adjustments where appropriate, so please let us know if an adjustment would support you to show you the best of yourself in our recruitment process. We are also committed to



allowing staff to work flexibly, and regularly discuss what working patterns and other adjustments may be suitable to support the successful candidate to thrive in their role at The Jo Cox Foundation.

We actively encourage applicants from people of all backgrounds. We are committed to promoting diversity and inclusion both within our staff team and our community programmes. Currently, people from Black communities, people from minority ethnic communities and people who have a disability are



underrepresented in our organisation. We would therefore particularly welcome applications from these groups.

Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics)