

WINDMILL COMMUNITY GARDENS MARGATE (WCGM) CIO



Job Description for Programme Manager

Job Title: Programme Manager

Salary: £17/hour

Reporting to: Chair of the Board of Trustees

Hours: 24 per week

Contract: Fixed term contract from March 2026-May 2027

Role Summary

- To oversee the delivery and development of Windmill Community Gardens Margate's services, ensuring they align with our mission, values, and sustainability goals
- Oversee the implementation of programmes and initiatives that strengthen community impact, build organisational resilience, and support long-term financial sustainability
- **This includes leading on fundraising and driving income generation strategies, securing financial and in-kind support from donors, sponsors, stakeholders, and partners, while ensuring all partnerships reflect the charity's ethical standards and community ethos**
- **Provide leadership and oversight to the team to ensure effective, timely, and high-quality delivery of programmes, as well as monitoring outcomes and reporting on impact**

Main Responsibilities

- Lead the strategic development and oversight of WCGM's programmes, ensuring they are delivered in line with the charity's mission, values, and sustainability goals.
- Lead on fundraising to secure multi-year grants, donations, sponsorships, and in-kind support, and oversee implementation of income-generating.
- Drive strategic initiatives that strengthen the charity's financial, environmental, and social sustainability, including developing funding strategies that support fair pay, staff wellbeing, and organisational resilience.
- Produce and oversee delivery of an annual Business Plan and report regularly and be accountable to the Trustee Board on outcomes, risks, and progress.
- Oversee funding streams and reporting requirements, ensuring transparency, accountability, and impact.
- Build and maintain strong relationships with donors, partners, and stakeholders to expand the charity's reach and sustainability.
- Support the Communications Coordinator in developing and implementing a marketing and engagement strategy.
- Line Manage the Team leader, Progression Worker, Data Admin Support, Lead Grower, Community Food Grower and VegBag Co-ordinator fostering a positive, collaborative, and inclusive workplace culture.
- Have oversight of all HR matters, including recruitment, induction, training, supervision, appraisal, and retention of staff and volunteers.

- Oversee workforce training, supervision, and appraisals to ensure staff and volunteers are supported and performing effectively.
- Promote wellbeing, respect, and shared responsibility across all teams, volunteers, and trustees to foster a respectful, non-judgemental, solution-focused culture
- Oversee effective delivery of programmes and site operations through the Team, ensuring projects are delivered safely, efficiently, and in line with funding and community expectations.
- Ensure data capture, monitoring, and evaluation processes are efficient and inform future planning.
- Nurture partnerships across the voluntary, public, and business sectors to enhance impact.
- Ensure that all legal and statutory requirements are implemented, and provide paperwork required by WCGM board of trustees
- Contribute to and implement all WCGM policies and procedures, including safeguarding, equal opportunities, behavioural expectations, respect policy and Health and Safety policies
- Attend meetings and training as required
- Administer first aid as appropriate
- Work within the aims WCGM CIO, to reflect community participation, environmental and financial sustainability and promotion of links between food, health and wellbeing
- Carry out all responsibilities and activities within an equal opportunities framework
- Perform Any other duties agreed with the Line Manager, which may on occasion be required to meet the charity's needs potentially:
 - *To cover other sessions at the project as agreed with staff*
 - *Delivery of outdoor activity/events/workshops' at the project with adults and children, groups and those with special needs.*
 - *To work with the team in delivering community events*
 - *Promote good public relations with all project users and visitors*

Performance Review

This job description will be used as a basis for individual performance review between the post holder and the Line Manager

This job description covers only the main responsibilities, specific objectives will be set and reviewed periodically and may change to meet the changing needs of the service.

The post holder will comply with the employing authorities 'Terms and Conditions' including Equal Opportunities Policy, Child Protection Policy, Health & Safety, Confidentiality Guidelines and the General Data Protection Regulation, (GDPR).

Person Specification

Experience and qualities

Essential

- Degree, higher education qualification, or equivalent relevant professional experience.
- At least three years' management experience in relevant service settings, including work with vulnerable people.
- Proven experience in fundraising and income generation, including securing grants, donations, sponsorships, or other funding streams.
- Proven leadership and communication skills across employees, service users, volunteers, businesses, and Board members.
- Proficient in computer literacy and use of information and communication technology for business management, reporting, and programme oversight.
- Ability to work flexibly, take initiative, and motivate and lead a team.
- Experience in financial management and successful delivery of targets within a contracting or funded environment.
- Experience in business planning, monitoring, and evaluation processes.
- Understanding of sustainability principles (financial, social, environmental).
- Full, valid driving licence.
- Essential values and behaviours:
 1. Open and Honest
 2. Flexible, adaptable, accepting of and ability to positively lead the team through change
 3. Solution Focussed
 4. Non-Judgemental and supportive
 5. Professional behaviour
 6. Forward thinking

Desirable

- Knowledge of Thanet / East Kent area.
- Experience in environmental sector and in disadvantaged communities
- Experience working with volunteers.
- Understanding of social enterprise or charitable service delivery models.
- Understanding of sustainability principles (financial, social, environmental).