

WINDMILL COMMUNITY GARDENS MARGATE (WCGM) CIO



Job Advert for Programme Manager

Programme Manager

Full Job Description and Person Specification can be found by following this [link](#)

Location: Hybrid (remote and on-site in Margate, Kent)

Hours: 24 hours per week (flexible working considered)

Salary: £17 per hour

Contract: Fixed term, March 2026 - May 2027

Reporting to: Chair of the Board of Trustees

Right to work: Applicants must have the right to work in the UK

Closing date: 23.59 on 14th December 2025

Interview dates: w/c 5th January 2026

Help shape a thriving, sustainable community in Margate

Windmill Community Gardens Margate (WCGM) is a charity rooted in community, sustainability, and wellbeing. We run two vibrant sites:

Our Market Garden welcomes volunteering, training, and work experience in sustainable food production at this nature-friendly working site where we use no-dig methods to grow chemical-free fruit and vegetables for our local veg bag scheme, market stall and restaurants.

Our Community Garden is a welcoming space for courses, children's activities, workshops, and community events, with a regular market and plant stall that brings people together to share food, creativity, and connection.

We're powered by an innovative, kind, and committed team, and an amazing group of volunteers and trustees who are the backbone of everything we do.

We're looking for a proactive, collaborative, and strategic Programme Manager to lead and grow our work. Someone who can connect people, manage programmes, and help secure the future sustainability of the gardens.

About the role

You'll provide strategic leadership and oversight of all Windmill Community Gardens programmes, ensuring they reflect our mission, values, and sustainability goals.

Central to the role is keeping the community and their needs at the heart of everything we do, ensuring our activities remain inclusive, responsive, and rooted in local connection.

You'll lead on fundraising and oversee income generation, building relationships with donors, sponsors, stakeholders, and partners to strengthen our impact and resilience.

You'll also oversee programme delivery, ensure the team has guidance and support, and report to the Trustee Board on outcomes, risks, and progress, helping us to grow sustainably while supporting fair pay, wellbeing, and inclusion.

Key areas of focus include:

- Leading the strategic development and oversight of delivery of WCGM's programmes.
- Developing and implementing fundraising and income generation strategies.
- Ensuring financial, social, and environmental sustainability through business planning.
- Building strong relationships with funders, partners, and stakeholders.
- Overseeing the delivery of programmes and site operations through the team.
- Oversight of HR processes, recruitment, and staff wellbeing.
- Supporting communications, engagement, and community outreach.
- Monitoring outcomes and reporting to the Trustee Board ensuring delivery of our charitable aims.

About you

We're looking for someone who is:

- Experienced in leading community, educational, or environmental programmes.
- Skilled in fundraising and income generation, with a track record of securing grants, sponsorships, or partnerships.
- A confident and supportive leader who can empower a small, dedicated team.
- Organised, adaptable, and able to balance strategy with hands-on oversight.
- Experienced in financial and business planning, monitoring, and evaluation.
- Proficient in computer literacy and comfortable using digital tools for management and reporting.
- Committed to community participation, sustainability, and food growing.

You'll also share our core values:

Open and honest | Solution-focused | Non-judgemental | Professional | Forward-thinking | Supportive

What we offer

- A meaningful leadership role within a supportive, values-driven charity.
- Flexible working hours and an inclusive team environment.
- The chance to make a lasting difference in community resilience, wellbeing, and sustainability.
- The opportunity to shape the future of two thriving community sites in Margate.

How to apply

Please reply to this advert by :

1 Sending us

- your CV
- your covering letter which should be no longer than 1 page of A4 explaining why you are applying for the role and how your experience meets the Programme Manager Job Description and Person Specification to:
vacancies@windmillcommunitygardensmargate.com.

2 Please complete our anonymous EDI form. Windmill Community Gardens Margate is an equal opportunities employer. We welcome applications from people of all backgrounds and experiences who share our values of inclusion, care, and community.

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