

Recruitment pack

# Senior Programme Manager (Birmingham)

Closing date

Sunday 24th May 2026 11.59pm



**PEOPLE'S  
ECONOMY**

# Key details of role

**Role:** Senior Programme Manager (Birmingham)

**Salary:** £47,195 FTE with progression points available after probation

**Location:** Based in Birmingham with regular travel to at least one of our other place-based programmes (Wales, Hartlepool, London) and regular in-person team days across the UK every six weeks and other potential required UK travel.

**Hours:** 0.8 - 1 FTE (30-37.5 hours per week)

**Contract:** Permanent

**Benefits:** 7% pension contribution, 30 days annual leave in addition to bank holidays (pro rata), personal training and development budget, flexible working, subsidised counselling offer, Union recognition, enhanced sick leave, enhanced parental leave

**Diversity, inclusion and anti-oppression:** We are particularly keen to receive applications from members of communities experiencing economic injustice, and people working for change as part of these communities. We also strongly encourage applications from people who are: women and non-binary people, from Black and Asian backgrounds or are other people of colour, or members of other marginalised groups.

# Contents

Key details about the role	3
About People's Economy and our team culture	5
Who we are looking for	7
Job description and person specification	8
How to apply and how the process will work	13

# About People's Economy

**People's Economy aims to build the agency and power of people facing injustice and working for social change so that they have the expertise, capabilities and resources to develop their own analysis of how the economic system is a root cause of the injustice they face, develop strategies to change it and then take action with others. Our vision is for a world with economies that meet the needs and priorities of people currently experiencing economic injustice.**

To achieve this, we work to support changemakers embedded in communities experiencing economic injustice to imagine, understand, analyse and plan the economic change they want to see, and to take action to empower themselves and their communities, build alternatives and influence dominant institutions. We also work to create better conditions for changemakers to create economic change.

We have programmes working with groups in North Wales, Birmingham, Hartlepool and London and with the migrant justice and youth organising sectors and an emerging community of practice to connect people across areas. We're also in the middle of a movement collaboration project looking at how to increase the quantity and quality of collaboration between grassroots groups and the professional new economy sector.

We are midway through our [five-year strategy](#) and currently working to continue to deepen and scale our work across different regions and themes. This role, alongside the existing team and our trustees, will be crucial to overseeing this work and ensuring that we are carrying out our mission effectively.

You can find out more about our current work and team by visiting [peopleseconomyuk.org](http://peopleseconomyuk.org).

# About our team culture and ways we work together

At our heart we're a relational team, we make space to support and encourage each other and celebrate the small wins. We try to imbue our interactions with a genuine sense of care for each other as whole people. We think carefully about building relationships, especially with the team working remotely around the country - we gather in person every six weeks at our team days to connect with each other, talk about strategy and eat some good food together.

We know that being a flexible and supportive workplace is what enables people to do good work. We work to build trust with each other and offer this flexibility where possible through remote working, core working hours, enhanced leave policies and flexible, supportive approaches to line management.

Our team is much bigger than the staff. We know working collaboratively is the only way to achieve our mission. Our team is also formed of community partners and grassroots groups up and down the country, our trustees and many other freelancers and collaborators. We're all connected by a deep investment in our work and a desire to work strategically to achieve our mission.

We know a big part of this is investing in people's development and leadership, working to give people a sense of autonomy over their work and providing opportunities to develop skills and experience accordingly. We provide a £1000 staff annual personal development budget to support this.

We're thinking actively about what it means to be building a culture we're proud of and that embodies our mission. We want whoever joins our team to take part in exploring that. Here's some of the questions we're holding:

- How do we balance a commitment to gain input and team consensus with empowering people in their roles - moving quickly when needed and giving enough clarity about how decisions are made?
- How do we keep ensuring flexibility and support for staff whilst ensuring consistency and enough clarity through formal policies and processes?
- With the team working across the country, how do we make sure people don't feel isolated and continue to offer enough spaces for relationship building and connection?
- How do we make more room and build the muscle for conflict that is generative and enables us to challenge each other with care?

# Who we are looking for

**We aim to make diversity, inclusion and anti-oppression a central part of everything we do. You can read our diversity, inclusion and anti-oppression policy, and our linked recruitment policy, [here](#).**

Economics is underpinned by a way of thinking dominated by white men who have studied and worked in a small number of institutions. We are looking for people that bring a different perspective. To this end, when candidates are of equal merit, we will prioritise selection and appointment of people with identities and backgrounds that are currently under-represented in People's Economy, economics and the charity sector.

We are particularly keen to hear from people who are:

- From communities experiencing economic injustice (e.g. working-class or economically marginalised backgrounds)
- Female or non-binary
- from Black and Asian backgrounds or are other people of colour
- working for change as part of a community that has experienced economic injustice - we refer to people doing this as 'changemakers'.

We also warmly welcome applications from people who are members of other marginalised groups for example due to disability, religion, gender identity or sexuality.

# Job description and person specification

Please read this job description and person specification carefully to help you write your cover letter and tell us how you meet our requirements for the role. We are looking for potential from applicants.

<b>Job title</b>	Senior Programme Manager
<b>FTE</b>	0.8 - 1 (30–37.5 hours per week)
<b>Job Grade</b>	Grade 3 - £47,195 FTE
<b>Location</b>	Based in Birmingham with regular travel to at least one of our other place-based programmes (Wales, Hartlepool, London), in-person team days across the UK every six weeks and other potential required UK travel.
<b>Reports to</b>	Co-Executive Director - Programmes & Strategy

## Job description

We have worked in Birmingham for six years and the need and urgency for our work is greater than ever, with live grassroots campaigns across the city mobilising people to come together to save libraries, youth services and social housing. We know that a shared root cause of all of these crises is the city's economic system, and that meaningful change requires bringing people together across different perspectives and positions to build a shared understanding of how that system works and where the opportunities for change lie.

This role leads our work across Birmingham at an exciting moment. We are developing a participatory, community-centred approach to analysing the city's economy, identifying opportunities for change and coordinating alliances to act on them. This means bringing together mixed groups, including grassroots changemakers, researchers, funders and other partners, and facilitating processes that help people make sense of complex information together, find common ground and make decisions about collective priorities. The role requires someone who can hold these processes well: strong facilitation skills, communicating complex ideas accessibly, building trust across groups,

sustaining momentum over time and helping diverse coalitions move from analysis to strategy to action.

The Senior Programme Manager will develop and deliver initiatives that support a growing movement for economic justice across the city, with a particular focus on building support and engagement amongst grassroots changemakers and communities experiencing economic injustice. It will manage projects and resources, conduct programme development and delivery, oversee outreach and partnerships, changemaker recruitment and contribute to fundraising, ultimately playing a key role in shaping our regional impact. This position is crucial in coordinating our work across Birmingham and driving meaningful collaboration with local and national stakeholders, in particular working collaboratively with Economic Justice Brum, a long-standing initiative working on local economic systems change.

This is also an exciting time for our place-based work more broadly. We are developing and deepening our practice across multiple regions, and the appointed candidate will join a growing programme team with real opportunity to shape our approach, contribute to our thinking about what effective place-based economic justice work looks like, and help set the strategic direction for this area of our work.

## **Programme Development**

- Working closely with the Co-Executive Director and Senior Programme Manager (Wales), lead the ongoing translation of People's Economy's strategy into a programme of work in Birmingham.
- Working closely with the Co-Executive Director lead outreach and relationship building with community and civil society partners.
- Working closely with the Head of Community, lead the development of People's Economy's programme of outreach and relationship building with changemakers and grassroots groups in Birmingham.

## **Programme Delivery**

- Working closely with the Programme Team, coordinate the delivery of People's Economy's programme of work in Birmingham and ensure it is well embedded, integrated and supportive in the local economic justice landscape.
- Play a leading role in our collaborative work with Economic Justice Brum ensuring consistent coordination, support and relational working.

- Lead on organising the logistics and resources required to effectively deliver People's Economy's programme of work in Birmingham.
- Working closely with the Programme Team, coordinate the monitoring, evaluation and learning of People's Economy's programme of work in Birmingham.
- Working closely with the Programme Team, recruit and onboard changemakers to opportunities within People's Economy's training and support programmes.
- With support from the Head of Training, act as lead trainer and facilitator for these programmes.
- Facilitate spaces and workshops for our changemakers, partners and other stakeholders.
- Maintain relationships with changemakers while they are involved in People's Economy's programmes and act as a key point of contact.

## **Supporting other work strands**

- Feed into the development and implementation of other work strands, you are expected to be willing to travel regularly to support our place-based work in at least one other region (Hartlepool, London).
- Work closely with the Senior Programme Manager (Wales) to explore how our different regional programmes intersect and can strengthen through collaboration and connected working.

## **Managing projects and people**

- Work with the Head of People and Operations to recruit and oversee freelancers for your programme areas.
- Line manage freelancers contributing to People's Economy's programme of work in Birmingham, and any staff roles which (in future) report to this role.
- Manage (or contribute to) non-programme projects that contribute to achieving People's Economy's goals, as agreed with the Co-Executive Directors.
- Work collaboratively with colleagues to ensure a joined-up approach across People's Economy's work.

## **Financial management and income generation**

- With support from the Co-Executive Directors and Head of People & Operations, develop and manage budgets for your programmes of work.

- With support from the Co-Executive Directors contribute to income generation by leading the development of agreed identified opportunities, including by holding key relationships with existing and potential funders.

## All *People's Economy* employees are expected to:

- Always act in the best interests of *People's Economy* and work in line with *People's Economy's* stated principles and values
- Comply with *People's Economy* policies and procedures
- Implement the organisation's commitment to Diversity, Inclusion and Anti-Oppression in their work
- Contribute to organisation-wide processes and development of practice
- Maintain confidentiality in all areas relating to *People's Economy*
- Contribute to organisation-wide processes and development of practice
- To be flexible and co-operative and to undertake any other reasonable duties that support the needs of the organisation, as requested by the Executive Director or Board of Trustees

*This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post-holder.*

## Person specification:

Please note, this is a Birmingham-based role, and we will only consider candidates who live in or near Birmingham.

	Essential	Desirable
<b>Experience</b>	Designing and developing and/or implementing projects, programmes or local plans for action in communities _____	Developing and delivering programmes of work and partnerships within Birmingham's community and civil society sector _____

	<p>Facilitation skills, able to hold momentum and coherence across groups with different perspectives, priorities and ways of working over long term projects</p> <hr/> <p>Experience of building high trust working relationships and coordinating across multiple partners or stakeholders, particularly communities experiencing economic injustice, in ways that minimise imbalances of power</p>	<p>Experience of co-designing activities or programmes and facilitating participatory processes</p> <hr/> <p>Experience of participatory or community-led research, or of facilitating groups to collaboratively engage with research and evidence, without defaulting to extractive, top-down approaches</p> <hr/> <p>Living as part of a community that is marginalised or experiencing economic injustice</p> <hr/> <p>Supporting groups or coalitions to develop shared analysis of complex issues and translate that analysis into strategies and plans for action</p>
<p><b>Skills and Knowledge</b></p>	<p>Confident oral and written communicator with the ability to synthesise complex information and communicate it clearly and accessibly to a range of audiences without specialist backgrounds</p> <hr/> <p>Ability to think independently, critically and creatively and to take responsibility for decision-making</p> <hr/> <p>Excellent time and project management skills, including the ability to prioritise limited resources to maximise impact</p> <hr/>	<p>Translating organisational strategy into practical programmes of work</p> <hr/> <p>Ability to build and manage effective relationships with funders and secure resources for programmes of work</p> <hr/> <p>Confidence / familiarity with research processes and structures or willingness to learn</p> <hr/> <p>Experience holding power, tension and conflict in groups</p>

	Ability to hold uncertainty, complexity and emergence and move groups productively along	
<b>Personal attributes</b>	<p><i>These are some of the personal attributes we're looking for in everyone who joins our team. We're not expecting you to be able to demonstrate every single one, but show they are areas you are already working on or committed to meaningfully developing alongside the rest of our team.</i></p> <ul style="list-style-type: none"> <li>● Committed to and excited by People's Economy's mission of doing long-term work with people experiencing economic injustice across the UK to collectively understand, reimagine and change the economy.</li> <li>● Commitment to working with People's Economy's diversity, inclusion and anti-oppression aims and values.</li> <li>● An open, collaborative, consensual and self-reflective working style, including ability to navigate disagreement and conflict in a constructive way and to be accountable to others.</li> <li>● Dynamic and energetic, constantly reflecting on People's Economy's effectiveness and seeking ways to improve our impact.</li> <li>● A critical and strategic thinker, able to both see the big picture and have an eye for detail.</li> <li>● Ability to reflect and learn, including sharing failures and uncertainties. Openly giving and taking constructive feedback from the team and members of People's Economy's community to bring out the best in you and others.</li> <li>● The emotional intelligence to empathise with and appreciate others, creating opportunities for those you work with to grow and develop.</li> </ul>	

# How to apply and how the process will work

## Submitting an application

To apply for this role please submit your CV and a cover letter to [careers@peopleseconomyuk.org](mailto:careers@peopleseconomyuk.org) with the subject line 'Senior Programme Manager Application'. Please confirm in this email whether you are based in or reasonably near to Birmingham.

Your cover letter should address the following questions and be no longer than one A4 page:

1. Why do you want to be part of the People's Economy team?
2. How do your skills and experience meet what is set out in this Job Description?

To be considered for the role you must submit your application by the deadline. Please also complete a [Diversity Monitoring Form](#), this is not mandatory but helps us ensure we are reaching everyone, and informs whether we should make changes to improve our roles and recruitment practice.

We want to see people at their best and so of course will make any reasonable adjustments relating to long-term conditions or disabilities that you need to help you perform at your best. Please let us know if this applies to completing your written application. We also ask you to let us know when submitting your application if you have any requirements for accessibility-related adjustments if you are selected for an interview.

***Let's also name the elephant in the room!*** Sometimes we all experience a bit of imposter syndrome. At People's Economy, we lean into this feeling. We believe that imposter syndrome is a manifestation of the oppression many of us face day to day. You don't have to tick all the boxes for each role to apply. If you feel a pull towards a specific role and believe you could make a difference we would love to hear from you!

## Online Open House

Come and meet us! Candidates are invited to attend an information webinar on Wednesday 13th May at 12pm or Wednesday 21st May at 5pm. Both webinars will cover the same content, so there is no need to attend both.

To attend please register [here](#) for the 13th, or [here](#) for the 21st.

## Interviews

First-round interviews will take place on the 3rd and 4th of June via Zoom. Second-round interviews will take place on either the 23rd or 24th of June, in-person in Birmingham.

If you will be unavailable for any of these dates please mention this in your application email.

If you are invited to interview you can let us know if you need us to cover travel, childcare or similar costs to allow you to attend the interview. We usually don't dress formally for work, so please wear whatever you feel most comfortable in for the interview.

## References and eligibility checks

Once we have identified a preferred candidate via the interview process, we will carry out reference checks and legally required checks of eligibility to work in the UK before making a final job offer.

## How we will process your application data

We set out in our [data notice](#) for applicants how we will treat the data that we gather about you as part of the recruitment process.