

Job Pack

**Eastbourne
Pride in Place
- Programme
Manager**



Lewes District Council



Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

We are able to offer our staff a range of benefits and access to discounts as follows:

- Membership at local leisure centres who are part of Wave Leisure across the District and Borough.
- Kaarp Benefits which are only available to Local Government employees and includes between 3 and 4.5% savings at supermarkets when purchasing a gift card as well as savings on attractions and discounts on many other things.
- Chorus Workplace Savings Scheme
- Boundless which includes up to 10% off high-street and supermarket goods through discounted pre-paid shopping cards.
- CSSC which includes free entry to a number of tourist attractions and a free tastecard as well as discounted cinema visits and 4% saving on supermarket shopping through pre-paid shopping cards.
- Public Sector Discounts – by paying £9.99 for a Black Card £2.99 staff are able to access discounts such as 2.5% cashback – ASDA, 3.5% cashback – Sainsbury's, Waitrose and M&S, 4.5% cashback on B&Q and Primark and 5% cashback – Boots, Carpetright, Clarks, feelunique, Halfords, Harvester, John Lewis, National Express, New Look, River Island, Body Shop, Nike, The White Company, The Works, Waterstones, Wilko etc.
- Easit – the Councils have joined the Queens Award winning easitNETWORK group through which we hope to influence travel behaviour in the area by providing a full range of transport options to encourage staff to adopt more sustainable commuting habits. EasitNETWORK is a social enterprise, not for profit organisation that is all about sustainable travel. Our staff can benefit from many transport discounts including 15% discount on Southern rail journeys across the network (except central London zones 1,2,+ 3); including peak time travel; 10% discount at Halfords on all bikes, cycling accessories, servicing and parts; 15% discounts on monthly and annual bike insurance and 25% discount on new, electric, folding Beat Bikes.
- Eyesight tests vouchers are available for all drivers and computer users which include a discount off selected glasses and when glasses are required solely for VDU use.
- Vouchers for fully funded flu vaccinations through Boots which staff can redeem, arrange and book at a participating Boots Pharmacy of their choice.
- Cyclescheme - The UK's leading provider of the cycle to work scheme and the founding member of the Cycle to Work Alliance. It enables our staff to get a bike tax-free, saving between 25-39%. Participants can choose from over 2,000 retailers and enjoy the ability to shop in-store or online.

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- We also understand that balancing everyday life together with the requirements of work and home can create pressures for all of us. To support our staff in achieving this balance we have an Employee Assistance Programme (EAP) in place. Our EAP is currently provided by Health Assured an independent external organisation who work to a robust professional code of strict confidentiality.
 - They offer both emotional and practical support to our staff when they feel they need it. They also have qualified legal advisors who will assist with any legal matters. They will provide advice and guidance on matters such as writing a will, tenancy and housing concerns, divorce procedures, boundary disputes, probate costs, motoring issues, property and partnership rights and immigration information.
 - Our EAP is available 24/7, 365 days and year. As part of this service we are also able to offer staff access to an app where they can find useful articles and webinars alongside an enhanced set of wellbeing tools and engaging features to support wellbeing and wellness.
 - Within the Councils we have a number of staff trained to provide 'first aid' to staff experiencing mental health issues. Mental Health first aiders are trained to listen, reassure and respond, even in a crisis – and even potentially stop a crisis from happening.
 - They are able to empower others to access the support they might need for successful management of symptoms. This could include self-help books or websites, accessing services via their GP, the EAP, other support groups and more.

Job Description

Post Title	Eastbourne Pride in Place - Programme Manager
Department	Regeneration
Division	Regeneration and Planning
Grade / salary	Grade F
Reports to	Chair of Eastbourne Neighbourhood Board (Pride in Place Programme, PiPP)
Date prepared	1 st March 2026

Place of work - this will be at an office in Eastbourne Town Centre for at least three days per week. The other two days of the week you will be expected to work from home. There will be some travelling around the town for meetings and engagement with community groups and organisations.

This role will be transferred over to the PiPP 'Community-model' at some point in the next one to two years.

Pride in Place Programme

We Are Eastbourne is an independent community-led Board set up to make sure local people have a real say in shaping the future of our town. Eastbourne has been awarded up to £20 million over the next decade from the Government's Pride in Place Programme (PiPP), to improve Eastbourne's neighbourhoods, high streets, youth clubs and public spaces.

"The Pride in Place Strategy is the government's plan to create safer, healthier neighbourhoods where communities can thrive. It sets out how we will deliver a step change in how we support communities across the country and provide long-term funding to the most doubly disadvantaged areas. "Our Pride in Place Strategy has been developed in consultation with communities and local people. It represents a break from the past, a new way for government to work in partnership with communities and neighbourhoods, empowering them with the tools and levers to drive meaningful change that reflects their priorities."

<https://www.gov.uk/government/collections/pride-in-place>

How we make this happen in Eastbourne is very much a working partnership between the voluntary and independent Board, made up of residents, business owners, charity leaders and elected officials, the people of Eastbourne, our MP and the secretariat (EBC). EBC as

secretariat holds formal responsibility for finance processing, procurement, contracting and grant payments.

This represents a once-in-a-generation funding opportunity for Eastbourne, enabling investment in areas including skills development, public realm improvements, environmental projects and support for local businesses and voluntary/community groups.

The Board, supported by the Programme Manager, will drive priority Interventions focused on investment themes outlined in the Board's 10-year Regeneration and 4-year Investment Plans. These priority themes are: Investing in People and Families; Community Wellbeing; Economic Eastbourne; Experience Eastbourne; and Natural Eastbourne.

Our plan, developed through extensive community consultation across the whole Borough, sets out a ten-year vision for investment shaped by what residents said matters most: safer, cleaner streets; thriving local businesses; opportunities for young people; greener, more connected neighbourhoods; and a town where everyone feels proud to live.

Job Purpose

1. Work closely with the Board to provide leadership and oversight of the PiPP, delivering a wide-ranging programme of projects across Eastbourne Borough.
2. Lead the implementation of the 10-year Regeneration Plan and 4-year Investment Plan, through commercial acumen, robust decision making, innovative thinking and creative solutions, to deliver against the planned outcomes over this significant investment period for the Town.
3. Alongside the Board, assist in realising the vision of Eastbourne's 10-year Regeneration Plan.
4. Act as an ambassador for the PiPP and the Eastbourne Regeneration Plan.
5. Build and maintain strong relationships with local people, community groups, charities, businesses, and public sector partners.
6. Lead implementation of the 4-year Investment Plan, producing accurate monitoring reports against outputs, KPIs and budgets as required.
7. Assist the Board in the future governance of becoming a charitable/CIC within the next 3 years.
8. Help deliver a programme that leaves a clear and lasting legacy for Eastbourne.

Key Tasks

1. Work closely with the Board to coordinate, monitor and deliver projects and activities which achieve the aims of the PiPP.
2. Develop a clear plan with the Eastbourne Neighbourhood Board, targeted neighbourhoods and organisations to maximise delivery of outcomes within the programme timetable and funding conditions.
3. Manage the portfolio of community projects and grant programmes as directed by the Chair and Board.

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4. Support the procurement of organisations to deliver projects and activities that meet the objectives of the PiPP.
 5. Support and undertake local engagement and consultations with businesses, residents and community groups, and facilitate communication between service providers and community stakeholders to identify needs, and measure performance of activities and interventions.
 6. Build capacity by working with local community and grassroots leaders, supporting and creating partnerships, and assisting in identifying additional resources to the programme as opportunities arise.
 7. Work cooperatively with the Board, MP and Secretariat (EBC) to develop and realise the ambitions and activities of the PiPP.
 8. Build strategic relationships with key external stakeholders across the public, private and voluntary sectors, as well as with MHCLG, to maintain and make the most of opportunities for the continued success of the PiPP.
 9. Develop project 'Gateway' criteria assessment processes and monitor and ensure transparency throughout - maintaining public trust is essential.
 10. Produce accurate capital and revenue monitoring reports against outputs, risks management, KPIs and budget monitoring, for programme reporting and grant monitoring, likely critical to MHCLG.
 11. Produce and co-ordinate approval of Grant Funding Agreements between the Secretariat (EBC) and the Grant recipients.
 12. Identify and secure match funding where possible to expand the impact of projects and the programme.
 13. A commitment to supporting the programme of ward workshops, schools and youth boards, as well as the themes and projects identified in the Regeneration Plan.
 14. Manage, guide and support the PiPP Governance and Admin Support Officer.
 15. Attend full quarterly Board meetings and supporting working groups.

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Councils' and Pride in Place Programme's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
4. To understand and apply the council's Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.

6. You will be required to support Eastbourne Borough and Lewes District Councils' corporate priorities and to ensure business continuity e.g. emergency response, elections, deployment to critical services.
7. To work within the *Councils' Management and Core Competencies Framework(s)*. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Management Competencies

Leadership	<ul style="list-style-type: none"> • Inspires and engenders commitment in others. • Leads from the front and by example. • Presents a united and corporate view.
Managing and Developing Performance	<ul style="list-style-type: none"> • Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.
Managing Resources	<ul style="list-style-type: none"> • Ensures the Council's priorities are achieved through planned action programmes. • Makes best use of resources, ensuring value for money.
Managing Change	<ul style="list-style-type: none"> • Embraces, facilitates, implements and manages change to improve and develop services.

Core Competencies

Sharing the Vision – Shaping the Future	<ul style="list-style-type: none"> • Understands the Council's purpose, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. Works positively to gain understanding from others.
Driving Improvement, Performance and Results	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution.

	<ul style="list-style-type: none"> • Seeks and delivers high standards for self, team and Council.
Self-Management – self-motivated and professional	<ul style="list-style-type: none"> • Is organised and uses time and technology efficiently. Adopts a flexible approach to change.
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting the needs of internal and external customers, generating high levels of customer satisfaction.
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. Works cooperatively and is committed to building productive, positive relationships. • Demonstrates commitment to achieving overall team objectives.

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION FOR EASTBOURNE PRIDE IN PLACE - PROGRAMME MANAGER

1. QUALIFICATIONS

<p>Essential</p> <ul style="list-style-type: none"> • Either: <ul style="list-style-type: none"> ○ A degree level (or equivalent) qualification, or ○ Equivalent professional experience in a discipline (linked to the Government funded programmes and priorities). 	<p>Desirable</p> <ul style="list-style-type: none"> • Project Management Qualification - Prince 2 or similar equivalent.
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2. TRAINING

<p>Essential</p> <ul style="list-style-type: none"> • None 	<p>Desirable</p> <ul style="list-style-type: none"> • None
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3. SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none">• Proven ability to think strategically and demonstrate creative problem solving.• Ability to influence and networking skills to build commitment and consensus within a wide variety of stakeholders.• Able to maintain effective working relationships with a voluntary Board and external partners.• High degree of interpersonal and communication skills.• Highly organised.• Ability to monitor and evaluate programme and project delivery.• Innovative, creative thinker and an ability to generate ideas.• Experience of utilising programme management tools and software, including Microsoft Excel, PowerPoint; Outlook and SharePoint, to effectively manage and communicate complex programme timelines, budgets, key performance indicator development and tracking, and stakeholder reporting.• Self-motivated and flexible.• Empathy and understanding when dealing with local people.• Ability to work as part of a team and on own initiative.• Persuasive and inspirational.• Values of integrity, openness and inclusion.• Working with monitoring and evaluation systems and processes.• Producing clear budget reports and progress updates for Boards and government funders.• High level of financial planning and budget management acumen.	<ul style="list-style-type: none">• Ability to exploit the use of new technology, including Artificial Intelligence (AI).

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4. KNOWLEDGE

<p>Essential</p> <ul style="list-style-type: none"> In-depth knowledge of Eastbourne, the 9 wards and the surrounding area. Knowledge of good practice in the fields of placemaking, economic inclusion and neighbourhood regeneration. An understanding of the needs of employers, small businesses and high streets. Understanding how investments, whether in people, projects, or buildings, create lasting value for communities. 	<p>Desirable</p> <ul style="list-style-type: none"> Working knowledge of IT based project collaboration tools. Understanding of Subsidy Control. Knowledge of current issues relating to specific communities of interest. Knowledge of issues affecting business growth and productivity. Knowledge of the application of Government and local policies.
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5. EXPERIENCE

<p>Essential</p> <ul style="list-style-type: none"> Experience of providing effective direction and leadership, including developing, implementing and reporting on effective outcomes. Experience of partnership working within statutory and voluntary sector settings. Experience of involving the community in projects and in the regeneration of public realm, e.g. parks, high streets, youth facilities etc. Experience of securing match funding to increase project impact. Experience of delivering grant funded projects Experience overseeing grant funding programmes, and assessing grant funding proposals 	<p>Desirable</p> <ul style="list-style-type: none"> Experience of establishing positive and appropriate relationships with statutory bodies and members, demonstrating political understanding and sensitivity. People management experience.
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<ul style="list-style-type: none"> • Demonstrable experience in delivering inclusive activities in areas that need support most. • Demonstrable experience in programme and project delivery. • Experience of partnership working and development involving public, private and voluntary stakeholders. • Experience of taking a place-based approach and delivering projects to support regeneration activities. 	
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6. OUTSIDE INTERESTS

<p>Essential</p> <ul style="list-style-type: none"> • None 	<p>Desirable</p> <ul style="list-style-type: none"> • Working with underrepresented groups.
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7. PHYSICAL, LEGAL AND OTHER REQUIREMENTS

<p>Essential</p> <ul style="list-style-type: none"> • Willingness to work within the Councils' <i>Management</i> and Core competency frameworks • An engaging, enthusiastic and positive manner with a strong "can do" approach • Able to attend evening and weekend meetings and events as required, with time off-in-lieu. • To maintain the Board's independence and community trust, this role requires political neutrality. You cannot hold elected office or a formal position within any political party. 	<p>Desirable</p> <ul style="list-style-type: none"> • None
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All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a three year fixed term contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band F.

Salary

The spinal column points (SCP) for the post are as follows:

SCP 32	£42,839	SCP 37	£48,226
SCP 33	£44,075	SCP 38	£49,282
SCP 34	£45,091	SCP 39	£50,269
SCP 35	£46,142	SCP 40	£51,356
SCP 36	£47,181	SCP 41	£52,413

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Incident Liaison Officer

As part of the duties of this role, you may be asked to become an Incident Liaison Officer for the Council under its Civil Contingency responsibilities. This work involves taking the emergency phone for up to 4 weeks each year and being available to respond to a serious multi agency incident out of hours during the rostered weeks. You may also be asked to become a Rest Centre Manager which involves managing short-term shelter for people who are temporarily displaced from their home as a result of an emergency.

Place of Work

This role is hybrid working. Your normal place of work will be a mix of office and working from home. You will be required to work from our offices in Eastbourne, Lewes or Newhaven, or such other places within the boundaries of Lewes District and Eastbourne Borough as may be reasonably required.

In particular, you will be required to;

- Budget for travel costs in accordance with the Travel.
- Budget for and cover all postage costs (including return postage from Councils sites to your home) for all IT and other work equipment, when this needs to be replaced or updated. This includes but is not limited to, your work phone/headset and your laptop, such as for updates to software that need your laptop onsite connected to the LAN.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 26 days. This increases to 30 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months increasing to three calendar months when paid from SCP 40, to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2026 are:

Pay Range	Contribution
Up to £18,400	5.50%
£18,401 to £29,000	5.80%
£29,001 to £47,300	6.50%
£47,301 to £59,800	6.80%
£59,801 to £84,000	8.50%
£84,001 to £119,100	9.90%
£119,101 to £140,400	10.50%

The pay ranges will be increased each year from 01 April in line with inflation. Based on the salary for this role, the contribution will be 6.5% rising to 6.8% when paid from SCP 37.