



Your job

Job Title: Project Manager – Pride in Place

Service: Strategy & Innovation

Grade: G9

Reporting to: Strategic Transformation Manager

You will lead day-to-day project management and community engagement for Wigan’s Pride in Place (PiP) neighbourhood(s) – Marsh Green and Laithwaite / Platt Bridge and Spring View. You will be working with residents, the Neighbourhood Board, the Chair of the Board, partners and council services to co-create and deliver the local Pride in Place Plan. You’ll apply an asset based community development approach to identify strengths, connect people and groups, and turn ideas into activity. You will manage project governance, risks, milestones and reporting so that investment is delivered compliantly, transparently and with measurable impact.

Pride in Place provides up to £20m over 10 years for each selected place (Marsh Green and Laithwaite / Platt Bridge and Spring View), delivered via a Neighbourhood Board working alongside the local authority (as accountable body) and community to co-produce a 10-year vision and 4-year investment plan. Your role ensures community-led priorities are translated into deliverable projects with strong governance, evidence, and ongoing engagement.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner’s office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Support the Neighbourhood Board set-up and operation in line with PiP governance: agendas, papers, forward plans, inclusive participation, and transparent decision-making. Agree monitoring and reporting cycles with the Board and relevant service areas.
- Facilitate co-production workshops with residents, businesses, VCFSE groups, faith organisations, youth/under-represented groups to draft and refine the Pride in Place Plan (10-year vision; first 4-year investment plan).
- Co-design and deliver a community engagement plan for the PiP neighbourhood(s), using asset based techniques (asset-mapping, listening conversations, resident-led “get-togethers”, connecting skills/assets) to surface priorities and build active networks.
- Prepare and support funding propositions and supporting documents (business cases, costings, EDI and safeguarding checks, subsidy control/procurement routes) in collaboration with Finance, Legal and services.
- Mobilise early short term projects co-designed with residents to build momentum, while shaping medium-term programmes aligned to PiP objectives and (where relevant) existing Long-Term Plan for Towns investment themes.

On an ongoing basis you will:

- Plan and manage a portfolio of PiP projects with clear scopes, milestones, budgets, risks, issues, dependencies and change control, using Wigan’s project governance and recognised methods (e.g., PRINCE2/MSP).
- Build and maintain relationships across residents, Ward Members, MP’s office, Town/Neighbourhood Boards, VCFSE partners, schools/colleges, health, police, housing, businesses and faith/community leaders.

- Champion inclusive engagement (accessible formats, outreach, translation, lived-experience voices) and support the Board to evidence community consent for priorities and schemes.
- Report progress to the Team Leader, Board, sponsors and senior leaders; produce concise briefings and updates; escalate risks and mitigation plans promptly.
- Ensure compliance with governance guidance, including Nolan Principles, Equality Act/Public Sector Equality Duty, Managing Public Money, subsidy control and procurement. Work with the accountable body functions to keep audit trails and meet monitoring returns to MHCLG.
- Support funding/grant management, claims and assurance for PiP and related regeneration resources; contribute to lessons learned and continuous improvement.
- Operate within GDPR and information governance requirements, maintaining accurate and timely records in line with retention schedules.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

Essential

- A relevant degree or significant experience within project management.
- Community engagement expertise, with proven experience of asset based/ strength-based approaches (asset mapping, facilitation, connecting residents/groups, activating community spaces).
- Experience delivering projects in a complex multi-agency environment; able to influence without authority and overcome resistance to deliver outcomes.
- Strong stakeholder and relationship management skills across residents, VCFSE partners, public services, businesses, Members and

the MP's office; confident communicator (written, verbal, presentations).

- Good understanding of local government and regeneration; able to turn community priorities into scoped projects with clear benefits, costs and risks.
- Proficient with programme/project management tools and documentation, strong organisational skills and attention to detail.
- Awareness of PiP governance requirements (Board roles, accountable body, compliance, monitoring) and ability to apply them in delivery.
- Ability to produce briefing notes and Board papers that clearly set out options, impacts and recommendations.
- Commitment to equality, diversity and inclusion, safeguarding, and trauma-informed engagement practice.
- Understanding of the local VCFSE ecosystem and community development practice in Wigan Borough.
- Full UK driving licence and access to a vehicle (role involves community-based work and some evening/weekend activity).

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”