



We're building a project team

An invitation to local organisations to express interest in supporting the Matson & Robinswood Pride in Place programme

About Pride in Place in Matson & Robinswood

Matson and Robinswood is one of the neighbourhoods chosen for the Government's Pride in Place programme. Over the next decade, the area will receive £20 million of long-term investment, directed by local people, to make a lasting difference to the place we live and work in.

The programme is led by a Neighbourhood Board made up mainly of residents and people who work in the area. The Board will listen to the community, agree the area's priorities, and put together a plan that turns local ambitions into reality. Matson and Robinswood already has real strengths and a long history of organisations working brilliantly together – Pride in Place is a chance to build on that.

This is the very start of the journey. In August 2026 we are setting up the Board, talking with the community, and shaping our first plan. To do that well, we need a small, capable team to support the Chair and the Board through this early phase.

The project team – what we need

While in the medium term a community organisation will be set up, we want to draw on the capacity that already exists in the neighbourhood.

We are inviting local organisations – those already doing great work in Matson and Robinswood – to put forward an existing member of their team to take on one of three support roles. The idea is simple: we bring in local talent and strengthen organisations that are already rooted here, and the skills and benefit stay in the community.

This is not open recruitment. We are not employing individuals directly. We are asking organisations to offer the time of someone they *already* employ – either within their existing hours or through additional paid hours agreed with you as their employer.

Each role is a fixed-term contract running for nine months, from July 2026 to March 2027, covering the programme's initial phase. All three roles are one day per week. In the future, the Board will review what capacity and structure it needs, so this team may evolve and change from April 2027.

The three roles

Role	What it involves	Time & funding (9 months)
Project Manager	The organising engine of the project. Overseeing the plan, coordinating the community partners and collating the data they produce, following up on commissioned community engagement work, arranging training for the Board, and putting on a large community event later in the year. Reports on budget spend to the Chair and the Board, and keeps the week-to-week work moving. Must have a track record of project management with strong IT and communication skills.	1 day / week July 2026 – March 2027 Total: £9,750 (£250 per day × 39 days)
Board Secretariat & Administration	Provides a secretariat function to the Chair and the Board. Organising meetings, booking rooms, arranging refreshments, confirming attendance, preparing agendas and papers and circulating them, taking minutes, and general project administration. Some flexibility is needed, which may include occasional evenings and weekends. Must have excellent administrative and organisational skills including specific experience with secretariat tasks and minute taking.	1 day / week July 2026 – March 2027 £175 per day × 39 days Total: £6,825
Website, Social Media & Communications	Leading on the project's website – keeping it up to date, fresh and looking good – running social media, promoting opportunities, and gathering content from community partners. Must have excellent creativity and design skills with experience of content creation and updating websites.	1 day / week July 2026 – March 2027 £175 per day × 39 days Total: £6,825

About the funding: The day rate shown for each role is paid to the organisation, not the pay to the individual. It reflects the staff member's wages plus employer costs and organisational on-costs and overhead for the time they give. There are additional budgets for the production of communications and promotional materials, room hire, and events - these costs do not come out of the role fee.

Who we are looking for

To put someone forward, your organisation will need to meet the following:

- **A local organisation** – a charity or not-for-profit organisation (such as a registered charity, CIC, community benefit society, charitable incorporated organisation, school, community amateur sports club, or other constituted community group) that is either registered at an address within the Pride in Place programme boundary for Matson and Robinswood, or, while registered elsewhere, has a demonstrable track record of delivering services or activities for residents within that boundary.
- **An existing employee** – the person you put forward must already be contracted to you. We want to support and build the capacity of your existing team and draw on people already connected in the community, rather than going out to open recruitment.

- **The right skills and capacity** – the individual must have the skills the role needs, and the capacity to deliver one day per week, either within their current hours or through additional hours agreed with you as their employer.
- **Safeguarding in place** – your organisation must have a safeguarding policy in place with named lead, and the individual must already hold, or be willing to obtain, a DBS check.

Please note: anyone taking on one of these paid support roles cannot also be a member of the Pride in Place Neighbourhood Board. If someone is considering applying to join the Board, they will not be able to do both.

Organisations may put forward people for more than one role. Our preference is for the three roles to be filled by three different organisations, to spread the benefit as widely as possible. However, depending on who applies, a maximum of two of the three roles may be filled by any one organisation – so the three roles will always involve at least two different organisations.

An organisation putting forward someone for a role can also apply for a community partner engagement grant (advertised separately) – holding one does not prevent you from applying for the other.

How to express your interest

Before you apply, please have a conversation with the member of staff you wish to put forward, to make sure they are personally interested and that you, as their employer, have the capacity to release their time.

To express your interest, email the following to:

chair@mrprideinplace.co.uk

1. **About your organisation:** A short summary of your organisation and the work you do in the area.
2. **The individual:** Who you are putting forward, and for which role.
3. **Why they are right for the role:** A short explanation of why they have the skills for the role.
4. **Confirmation:** That you have agreed this with the member of staff and can release them for one day per week until the end of March 2027, that your organisation has a safeguarding policy, and that the individual holds or is willing to obtain a DBS check.

Deadline for expressions of interest: Midnight Sunday 26th July

Expressions of interest will be considered by the Chair shortly after the deadline. Roles will start as soon as possible. Any expression of interest from an organisation connected to the Chair will be handled openly and transparently and the decision made in conjunction with colleagues from the office of Alex McIntyre MP and Gloucester City Council.

If you have any questions before applying, please get in touch at chair@mrprideinplace.co.uk.