



## JOB DESCRIPTION

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**Job Title:** World's End and Cremorne Community Champions Project Manager

**Location:** Chelsea Theatre, 7 World's End Place, London SW10 0DR

**Reports to:** Chief Executive Officer

**Hours:** 35 hours per week (5 x 8-hour days with 1-hour unpaid lunch break per day) with flexibility required including occasional evenings and weekends

**Salary:** £33,000 per annum

**Contract:** Fixed-term until 31 March 2029 (with possibility to extend dependant on funding)

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### About Chelsea Theatre

Chelsea Theatre is a state-of-the-art theatre and community hub set in the heart of World's End Estate in West London, open Mon-Sat. It offers a vibrant café, bar and terrace, along with rehearsal studios, meeting rooms, exhibition spaces and a 130-seat theatre.

Chelsea Theatre prides itself on being a flexible space where community, artists and audiences can connect and explore their creativity.

- We offer a safe space to relax and meet others, welcoming 100+ visitors daily.
- Reach 6,000+ people per year through free community activities and youth creative development programme.
- Engage thousands more through shows and events.

Our vision is for Chelsea Theatre to be a powerhouse for developing local creative talent, and a vibrant community hub dedicated to improving the wellbeing of residents.



## **About the Community and Maternity Champions Programme**

The Community and Maternity Champions programme is commissioned by the Bi-Borough Public Health Team and supports 13 neighbourhood-based local projects across Kensington and Chelsea and Westminster. Chelsea Theatre is the commissioned provider for the World's End and Cremorne project. It works with local residents in the World's End and Cremorne Estates to improve health and wellbeing and address health inequalities through peer-led engagement.

Community and Maternity Champions are local resident volunteers who connect residents with services, deliver health campaigns and activities, and provide valuable insight into community needs. Through the programme, volunteers gain skills, confidence and pathways into employment.

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## **Role Purpose**

The Community Champions Project Manager is responsible for the strategic delivery and day-to-day management of the World's End and Cremorne Community Champions project based at Chelsea Theatre.

You will lead on recruiting, training and supporting a diverse group of local resident volunteers, delivering a programme of community engagement, health promotion and wellbeing activity at the Theatre and across the two estates. You will ensure the project meets its objectives, delivers measurable impact and responds to the needs of local residents.

Working closely with the CEO, partners and local stakeholders, you will manage relationships across health, social care and community organisations, and ensure strong reporting and evaluation of the programme.

You will also collaborate closely with Chelsea Theatre's Programme Coordinator, who leads on creative and cultural activities for children (aged 4+) and young people, ensuring strong alignment between community health initiatives and the theatre's wider programme.



## **Key Responsibilities**

### **1. Project Leadership & Delivery**

- Lead the delivery of the World's End and Cremorne Community Champions project, ensuring it meets agreed objectives, outcomes and reporting requirements.
- Design and deliver a programme of community engagement, health campaigns and wellbeing activities that meets the needs of Word's End and Cremorne residents.
- Ensure the project is responsive to local needs through ongoing community insight and engagement.
- Manage project timelines, outputs and evaluation frameworks.

### **2. Volunteer Recruitment & Development**

- Recruit, train and support a diverse group of Community and Maternity Champion volunteers.
- Provide ongoing supervision, guidance and development opportunities for volunteers including access to Public Health-commissioned training for Champions.
- Support volunteers to deliver community outreach, events, activities, and campaigns both in the Theatre and across the two estates.
- Ensure inclusive and equitable access to volunteering opportunities.

### **3. Partnership & Stakeholder Management**

- Build and maintain strong relationships with local partners, including health providers, community organisations and local services.
- Liaise with GP surgeries, social care providers and other stakeholders to develop referral pathways and improve access to services.
- Work collaboratively with borough-wide programmes, including Maternity Champions initiatives.
- Attend and participate in meetings and events required by Public Health commissioners including, for example, monthly Providers meetings, monitoring meetings, annual conference and other events.



#### **4. Programme Development & Collaboration**

- Work with the Chelsea Theatre Programme Coordinator to align Community and Maternity Champions activity with Chelsea Theatre's wider creative and community programmes, particularly for children and young people.
- Collaborate with the Programme Coordinator to recruit young Community Champions to shape the youth programme and connect with more young people in World's End and Cremorne.
- Identify opportunities for joint programming, shared audiences and cross-referrals.
- Contribute to the development of Chelsea Theatre as a community hub.

#### **5. Monitoring, Evaluation & Reporting**

- Capture and record outputs, outcomes and case studies using monitoring systems.
- Prepare regular reports for the CEO and funders, including quarterly reporting to Public Health.
- Use data and insight to evaluate impact and inform future activity.

#### **6. Budget & Resource Management**

- Manage project budgets effectively, including petty cash and expenditure tracking.
- Ensure value for money and efficient use of resources.

#### **7. Team Management**

- Brief the front of house team and facilitators on setting up for sessions and recording attendance for project activities taking place in the Theatre.
- Support and oversee volunteers delivering activities, events and campaigns, ensuring alignment with Chelsea Theatre policies and procedures and Public Health requirements.

## **8. Communications & Engagement**

- Capture and share stories, case studies and programme updates through newsletters and social media.
- Promote activities to local residents and stakeholders to maximise engagement and reach.
- Work with the Community and Maternity Champions to communicate and disseminate public health campaigns to the residents of World's End and Cremorne.

## **Person Specification**

### **Essential experience & skills**

- Experience managing community or health and wellbeing related projects.
- Experience working with volunteers and/or community groups.
- Strong understanding of community engagement and outreach methods.
- Experience managing budgets, timelines and reporting requirements.
- Excellent organisational and administrative skills.
- Strong interpersonal and communication skills, with the ability to work with diverse communities.
- Ability to work independently and collaboratively in a small team.
- Competence in IT systems including Word, Excel and databases.
- Understanding of safeguarding, confidentiality and data protection.

### **Desirable attributes**

- Experience working in health or public health programmes.
- Experience working with vulnerable adults.
- Experience producing monitoring and evaluation reports.
- Experience working in partnership with public sector organisations.
- Interest in arts, culture and community development.



### **Additional Information**

The role will require flexibility, including occasional evening and weekend work.

Chelsea Theatre is fully accessible and is committed to equality, diversity and inclusion; we welcome and encourage applications from under-represented groups.

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### **How to Apply**

Please send **your CV** and a **cover letter** of no more than two sides of A4 to **Katie Elston, CEO** at [katie@chelseatheatre.org.uk](mailto:katie@chelseatheatre.org.uk) by **9am Wednesday 27 May**.

Interviews will take place on Thursday 4 June, in person, at Chelsea Theatre