

Programmes & Relationships Director

Location: Remote (UK-based)

Contract: Self-employed consultant

Time Commitment: 2 days per week (with scope for additional work)

Day Rate: £300 per day

Contract period: 6-12 months.

About Spark

Spark is a community interest company supporting racialised people and communities through research, learning, community programmes, and practical resources. Our work includes programmes such as Grassroots Run Deep, the Racism at Work Support Hub & Legal Toolkit, and a growing range of digital learning and community resources.

We are seeking a Programmes & Relationships Director to lead the delivery of our community programmes and maintain relationships with key funders, partners, and stakeholders.

The Role

The Programmes & Relationships Director will be responsible for ensuring the successful delivery of Spark's core programmes and activities, particularly those funded through the existing grants.

Key responsibilities include:

Programme Leadership

- Oversee the management and delivery of the [Spark website](#) content and social media resources.

- Lead delivery of the [Grassroots Run Deep programme](#), including recruitment of new cohorts and cohort facilitation.
- Oversee the ongoing development and promotion of the [Racism at Work Support Hub & Legal Toolkit](#).
- Ensure projects are delivered on time, within budget, and achieve agreed outcomes.
- Monitor programme performance and contribute to reporting requirements.

Relationships & Partnerships

- Act as the primary point of contact for funders, partners, programme participants, and key stakeholders.
- Build and maintain strong relationships across the charity, social enterprise, and community sectors.
- Represent Spark externally at meetings, events, and partnership discussions.
- Support communications, partnerships, and programme growth.

Organisational Development

- Identify opportunities to strengthen and sustain Spark's programmes.
- Work closely with the Company Secretary and Board to support organisational planning and decision-making.
- Contribute to grant reporting, impact measurement, and learning activities.

Person Specification

We are looking for someone who:

- Has experience managing community programmes, projects, or partnerships.
- Is confident building and maintaining stakeholder relationships.
- Has strong organisational and project management skills.
- Is comfortable working independently in a small, remote organisation.
- Shares Spark's commitment to racial justice, equity, and community-led change.
- Has experience working within the charity, social enterprise, or social impact sectors.

Desirable:

- Experience managing grant-funded programmes.

- Experience with digital learning platforms, online communities, or resource hubs.
- Knowledge of anti-racism, equity, diversity, and inclusion practice.

Practical Information

- This is a remote role.
- Applicants must provide their own laptop, equipment, and workspace.
- The role is offered on a self-employed/consultancy basis.
- Time commitment is approximately two days per week, with flexibility around working patterns.

Additional Opportunities

Spark also delivers client projects through Spark Insights, our research, training, and consultancy arm.

Additional paid work may be available from time to time to support the delivery of client projects. This work would be paid at the same day rate (£300 per day) and would increase overall earnings. However, this work is dependent on securing client contracts (which requires additional capacity) and therefore cannot be guaranteed as part of the core role.

This role is likely to suit an independent freelancer or contractor seeking a flexible portfolio of work. The successful candidate should be comfortable working flexibly and have the capacity to take on additional paid days from time to time, should client projects be secured through Spark Insights. While these opportunities cannot be guaranteed, they may provide the potential for additional work and income alongside the core two-day-per-week commitment.

How to Apply

To apply, please send your CV and a cover letter outlining your interest in the role and relevant experience to ishita@sparkandco.co.uk by **5:00pm on Monday 9 August 2026**.

Applications will be reviewed on a rolling basis, and interviews will take place virtually throughout the recruitment period.

Please note that we reserve the right to close applications early if a suitable candidate is identified, so we encourage interested applicants to apply as soon as possible.