



Company Drinks

**COMMUNITY
PROGRAMME
PRODUCER**

Recruitment Pack
July 2025



Photo: HAF Team, Company Drinks, 2024

ABOUT COMPANY DRINKS

Company Drinks is a community space and social enterprise running for 10 years based in Barking and Dagenham. We are a co-working space and an expanding network of users, collaborators, and partners, who come together under one roof. We pick, grow, make, learn, unlock and share the resources and knowledge collectively.

Like the seasons, Company Drinks changes and adapts, and is shaped by those who are involved. We collaborate and champion the ideas of those around us, encourage each other to re-imagine new ways of working, trading and existing together, through conversation, care and good company.

Company Drinks is registered as a Community Interest Company, and we are organised in a cooperative manner, with each member being part of a team that oversees one of our different programme strands:

- Community Growing, Herbalism and Well-Being
- Family and Holidays Programming
- Drinks Production and Sales
- Community Heritage and Culture
- Our Home / Our Building (maintenance, access, communication)



Photo by Dominic Tyler, Hoppers

ABOUT THE ROLE

We're excited to be recruiting a Community Programme Producer to join the team at Company Drinks. This is a dynamic and varied role for someone passionate about community-led programming, nature-based learning, and creative engagement across generations. You will be leading the design, delivery, and development of our key participatory programmes that connect people to place, nature, and each other through growing, making, and sharing.

At the heart of this role is the opportunity to shape and support a rich calendar of activities that respond to local needs and ideas. You will lead on the planning, fundraising, and delivery of our three main strands of community programming: Community Growing Projects, Family and Holidays programming. This includes supporting current initiatives such as Grow Club, Herb Club, Explore the Wild family sessions, and our Holiday Activities and Food (HAF) programmes. These run in seasonal cycles throughout the year – with Grow Club meeting weekly, family activities delivered every other Saturday, and HAF programmes running during the Easter, summer, and winter school holidays. The role will also support the community keyholder group who use the Pavillion (Dandelions) as well as events and activities connected to community drinks making (e.g. picking trips) and community heritage.

The Community Programme Producer will bring together project management, partnership working, safeguarding, communications, and

evaluation into a cohesive and community-centred approach. You'll also lead on our communications strategy across channels – including our website, social media, and newsletter – ensuring our values and stories are clearly and accessibly shared.

This is a brilliant opportunity for someone who is confident working across multiple programmes at once, who enjoys both coordination and delivery, and who understands the power of growing, creativity, and outdoor learning to connect and empower communities. You'll work closely with our small and committed team and will help shape the direction of our future work.

We're looking for someone who's excited to:

- Collaborate with community members and groups to co-create inclusive, meaningful programming;
- Be hands-on in our garden and growing spaces, supporting weekly activities and seasonal events;
- Lead and evolve our communications so our message stays rooted, clear, and welcoming;
- Help secure the future of our programmes through planning, reporting and fundraising;
- Take a leadership role in safeguarding and wellbeing across all of our community work.

If you're committed to building long-term relationships with participants, skilled in community facilitation, and motivated by collaborative and responsive working, we would love to hear from you.



Photo by Shaun Tuck, cordial making workshop

Job Description

Salary: £150 a day for an 8 hour day (inclusive 1 hour lunch break) (£39K Pro Rata).

Contract: This role is a fixed term contract for 8 months, with the possibility to extend, subject to funding.

Location: Barking Park Pavillion, London

Hours: 2 days per week; one of which is running activities. Some evening and weekend work required.

Reports to: Company Drinks Board

Starting Date: Ideally, November 2025

Job Purpose

To oversee and manage the following Company Drinks projects:

- Nature and nurture activities
- Community Growing Projects like Grow Club, Herb Club
- Holiday programmes for school children including HAF (Holiday activities and food)
- Family programmes including Explore the Wild
- The Dandelion Circles - community groups who are keyholders of the Pavillion
- Lead the development and delivery of all communications channels, including the website, newsletter, and social media, to ensure consistent, engaging, and accessible messaging that reflects the organisation's values and voice.
- Programme and Audience development - the current strands can be further developed and expanded to reflect the needs and interests of the community

The current programme is running in cycles of:

- Community Growing Projects: Grow Club runs on Fridays every week
- Holiday Programmes: HAF programming delivered in Easter, Summer and Winter holidays
- Family Programming: Explore the Wilds delivered bi-weekly on Saturdays

Please refer to the website for more information on these specific programmes.

Key Functions

Key priorities

- To plan, fundraise for and deliver Community Growing Projects, Family Programming, and Holiday Programming for School Children
- Support the development of Dandelion Circles through coordination, group onboarding, pastoral care, and fundraising support.
- Communications and Outreach Lead and Reporting
- Lead on programme evaluation (for both funding requirements and organisational development)

Key responsibilities

- Safeguarding Lead: be named as a Safeguarding Officer within our policy, be fully aware of safeguarding requirements and changes in law as they apply to adults, children and vulnerable adults and ensure the policies are enacted within our delivery.
- Coordinate resources and activities on time and on budget for existing programmes and help development future programming
- Help deliver Grow Club on Fridays, developing activities and supporting participants, occasionally leading the activity.

General

- Governance & Compliance: Ensure adherence to Company Drinks ethical standards. Follow and be familiar with Company Drinks Policies.
- To produce projects
- To coordinate and deliver programmes and resources,
- To lead engagement both via programmes and communications
- Where relevant to coordinate resource people
- Represent Company Drinks at relevant meetings and events; advocating its cause and building awareness.
- Ensuring the building is kept to a high standard around cleaning and H&S for group activities
- Be available to work evenings, weekends and bank holidays when necessary
- Be aware of, and actively implement the organisation's policies i.e. Equal Opportunities, Safeguarding, EDI etc.
- Deliver within the [Mission and Values of Company Drinks](#)

Admin

- Promote events and programmes to participants, resident, schools and other community partners/groups
- Keep records of attendance and outputs/outcomes of projects

Financial

- Manage budgets allocated for these projects ensuring all spend is accounted for and supported by receipts working with other team members as set out.
- Support fundraising bids for these projects working with other team members
- Oversee and coordinate reporting for programme delivery

Person Specification

You do not need to have experience in every aspect of the areas below, but if you believe your career and lived experience has prepared you well for this role, we encourage you to apply, and demonstrate your transferable skills.

Qualifications

Essential

- Demonstrate experience and transferable skills in relation to the job responsibilities and person specification
- Experience within the CIC, charity or non-profit sector or social enterprise.
- Experience working with public services, local authorities
- Experience with safeguarding and specifically supporting vulnerable adults and children including a clean DBS.
- Demonstrate experience with programme coordination and delivery of creative projects.
- Strong interpersonal skills.
- Self-motivated and able to work flexibly as part of a team, and with the ability to work on your own initiatives.
- Able to manage multiple priorities.
- Knowledge of project financial management.
- Knowledge of the current fundraising environment and experience of supporting fundraising bids and reporting
- Ability to support groups in a fun and learning environment.
- Ability to engage and build relationships with stakeholders.

Desirable

- Demonstrate experience with outdoor programming
- Experience in growing and horticulture
- Knowledge of the cultural and social landscapes of Barking and Dagenham
- A strong network with links to local organisations and community groups in East London

Skills

- Strong community engagement and support skills.
- Event/course planning and delivery skills
- Team management.

- Effective communication.
- Problem-solving.

Personal Attributes

- Desire to support communities.
- Integrity and ethical conduct.
- Resilience and adaptability.
- Collaborative and team-oriented.

Application Process

If you are interested in the role please apply outlining your experience and suitability for the role to **admin@companydrinks.info**

Please submit a CV (2 A4 max) and a covering letter (1 A4 page max), saved a single .pdf with the title:

“CompanyDrinks_CommunityProgrammeProducer_yourinitials”

Advertisement Published: 28 July, 2025

Closing date for application: 16 September, 2025 at 10am

Interviews Early October 2025

Please note we cannot accept applications after the closing date.

For More information:

**For an informal conversation about the role please contact
Contact@companydrinks.info**

Come visit us! Our Annual Community Open Day will take place this year on Saturday 13th September. The Community Open Day is our annual celebration of creating and being in good company. We see ourselves as an ecosystem that is shaped by the interests of its users, members, collaborators and the seasons. It is a fun, family-friendly free event with workshops, taster sessions and tours of the site.

Company Drinks welcomes all applicants and wants the team to reflect the diversity of the communities we work with. We recognise that Company Drinks and the growing/craft food industry does not currently represent the population of the UK, and more specifically, that of the London Borough of Barking and Dagenham, and we are committed to addressing this in our recruitment process. We would like to encourage applications from Black, Asian, Minority Ethnic, disabled and LGBT background as they are underrepresented in the team.

