



# APPLICATION PACK

Area Programme and Development Manager  
Solihull



# WELCOME

**Thank you for your interest in the Area Programme and Development Manager Role for Solihull . This is an important part of CAVA's programme delivery.**

The Area Programme and Development Manager will provide management and leadership of CAVA's Solihull portfolio, which is at an evolving and exciting phase of integration across the Borough.

The Area Programme and Development Manager has a key role in leading and shaping CAVA's presence in Solihull, working strategically alongside the Board and Management Team, to lead the organisation into its next era of growth and delivery.

The Area Programme and Development Manager has a key role and responsibility representing voluntary, community, faith and social enterprise groups and organisations, providing a strong and confident voice on behalf of the sector as we work alongside partners from the Public, NHS and the wider Integrated Care System (ICS).

The remit provides the successful candidate the opportunity to make a significant impact to reduce inequality within communities by supporting the VCFSE sector and working in a dynamic and collaborative environment, especially through prevention, early intervention and community engagement.



## ABOUT SOLIHULL

Solihull is a distinctive and largely affluent borough in the West Midlands, situated to the southeast of Birmingham with excellent transport connections, including direct rail links, major motorway access, and proximity to Birmingham Airport and the NEC. With a population of around 217,000, it encompasses the town of Solihull itself, a network of suburban communities, and a number of attractive rural villages and green belt areas that contribute to its reputation as a desirable place to live.

Historically, Solihull evolved from a collection of market settlements into a key centre for manufacturing and engineering, most notably as the home of Jaguar Land Rover and a wider automotive supply chain. This legacy sits alongside its development as a hub for business, retail and high-quality residential living. The borough combines economic prosperity with a strong sense of civic identity, underpinned by well-maintained public spaces, established neighbourhoods and an emphasis on quality of life.

Solihull is home to a predominantly White British population alongside diverse and growing communities, including residents with South Asian, Black African and Eastern European heritage. While much of the borough experiences relatively high levels of income and educational attainment, there are notable pockets of deprivation, particularly in the north of the borough, where communities face challenges linked to inequality, health outcomes and access to opportunity.

The area presents both opportunity and responsibility: a borough with strong economic foundations and cultural assets, but also a need to ensure inclusive access to arts, culture and community engagement. With its mix of affluence and inequality, established institutions and emerging voices, Solihull offers a context where creative practice can support social connection, widen participation, and help bridge divides – amplifying local stories, strengthening community cohesion, and contributing to a more inclusive vision of place and identity.



## ABOUT CAVA

**Warwickshire and Solihull Community and Voluntary Action (CAVA) manage the programme CAVA is the local Voluntary, Community, Faith and Social Enterprise (VCFSE) Sector infrastructure organisation for Warwickshire and Solihull, providing vital support to the volunteers, groups, organisations, social enterprises and charities who are working to strengthen all our communities.**

Every year our dedicated teams of staff and volunteers help lever in significant investment into the area. in 2025-2026 we Assisted local groups to secure nearly £22m of funding, Supported 750 unique organisations, Supported 1,920 volunteers - with an economic value (in Warwickshire alone) of over 6m and Held 261 events across Warwickshire and Solihull

We are committed to providing all our services locally and accessibly, whether a group or individual need support accessing volunteering opportunities, developing a community group, accessing funding or strengthening governance, we have a local office and dedicated team within easy access.

CAVA is charitable company limited by guarantee, registered in England & Wales, no. 06531268. Registered charity number 1123402.

# WORKING FOR CAVA

## OUR VALUES - INCLUSIVE, APPROACHABLE, EMPOWERING

- **Salary:** All new starters commence their employment on the entry level of the salary scale with an annual incremental increase. CAVAs Board of Trustees may from time to time consider the application of cost of living increases.
- **Contract Term:** This role is permanent (subject to funding)  
All appointments are subject to the satisfactory completion of a 6-month probationary period.  
**Annual Leave:** 26 days plus bank holidays plus an extra day for each completed holiday year of service to a maximum of 5 additional days after five holiday years of service. Entitlements for part time employees are pro rata to hours worked.  
**Additional Leave:** Supportive policies around sick leave and pay, unpaid leave, compassionate leave and dependent care leave.
- **Pension:** Minimum 5% employee contribution and 3% employer contribution, with an ethical investment policy option.
- **Expenses:** Reasonable out of pocket expenses are paid, including mileage costs associated with carrying out duties of the role.
- **Employee Development:** There will be training, development and support opportunities through CAVA
- **Flexible Working:** We are open to discussions around flexible working opportunities, e.g. job sharing, term-time working, that meet the needs of both the organisation and the individual.  
**Health and Wellbeing:** Regular health and wellbeing days and an employee assistance package.
- **Safeguarding:** The role will require a basic DBS check

# **Area Programme and Development Manager (Solihull)**

£44,088 per annum pro rata

30 hours per week

Permanent subject to funding

Hybrid/Office (The Core, Solihull) with regular travel across Solihull and occasionally Warwickshire and Birmingham

Area Programme and Development Manager will work as part of the Management Team and are key ambassadors for the organisation and the wider VCFSE. They provide leadership and accountability for the work of CAVA, overseeing and growing our position and portfolio of work as the VCFSE Infrastructure organisation for both Solihull and Warwickshire. The manager also occasionally works in partnership with the Board of Trustees on matters related to strategy and governance.

## **The Opportunity**

The Area Programme and Development Manager will provide management and leadership of CAVA's Solihull portfolio, which is at an evolving and exciting phase of integration across the Borough.

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## **Summary of Key Responsibilities (please see Job Description for full details)**

Leadership and Management of the Solihull programme portfolio (including public sector contract) and CAVA Strategy

Line Management of a small, focussed team

Strategy, Planning and Control in line with need, compliance, business planning, lead areas

Financial Management including setting and managing budgets and risk in line with sustainability and financial controls/compliance

External Representation and Partnership Working across the landscape, provide the voice of the sector and working in collaboration, alongside public VCFSE, private, public and statutory sector partners

Income Generation and Growth through the writing of tender and funding applications, evaluation and funding returns/reports and including other fundraising strategies

Office Management environment within your area in line with regulatory policies, procedures and delivery need

Corporate Support and Team Participation in wider, CAVA activity and events

# What We're Looking For:

We are seeking a dynamic and self-motivated individual with evidence of:

- Strong programme leadership and management experience and skills
- A strong and analytical eye for detail
- Operational contract management in line with KPI's and budgets
- Ideally, a background of working in the VCFSE sector
- Confident, objective and effective voice and communication skills at all levels
- Collaborative skills working as part of a supportive Senior Management Team
- A commitment to equality, diversity, inclusion and reducing inequality
- A 'can do' approach to work and objective thinker and problem solver
- Skills and experience of writing tenders and funding applications

## Values

All employees are expected to demonstrate CAVA's values by working positively as part of a team, delivering high quality services where all are supported and encouraged and to promote an ethos which values and encourages equality and diversity within the organisation and is respected through the VCFSE.

To apply for this role, **you are required to hold a driving licence and have use of a car for work purposes**. Flexibility to undertake occasional work out of contracted hours is essential for this role.

# WORKING FOR CAVA

## What our team say about working with us:

*“Being part of a team who work well together and are supportive of each other professionally and personally. Also varied nature of my role and **great work/life balance**. I also really appreciate the good holiday allowance, sickness terms etc.”*

*“The **variety of the job**, the office environment, good team working and opportunities for development I also appreciate the opportunities I have to be creative in terms of being able to suggest new ideas/projects etc.”*

*“I love the vibrant environment of working with people who are as passionate about the sector as I am. I always feel like I am **treated as a ‘whole person’ not just an employee**. I always do and always have loved worked for CAVA. Teamwork is always positively encouraged and respected and as such, ‘We’ make a very strong team.”*

*“The atmosphere in the organisation - one which is **understanding, flexible, adaptive, inclusive, and interested in people** (both its’ customers/clients, and employees and volunteers) - makes working for CAVA a joy and a privilege.”*



## HOW TO APPLY

CAVA is an equal opportunities employer – ‘Putting Equality, Diversity and Inclusion into Practice’. We value diversity in our workforce and positively encourage applicants from all sections of the community.

To apply, please send:

- Your CV and a covering letter (please bear in mind the cover letter should evidence your ability as a minimum to meet the essential requirements of the role as detailed on the JD, and forms an essential part of our shortlisting process);
- Details of 2 referees; and  
A completed Monitoring Form downloadable from our website

To **[recruitment@wcava.org.uk](mailto:recruitment@wcava.org.uk)**.

The deadline for applications is Monday 29th June 2026 at 10.00am

Interviews: Monday 13th July 2026

Our recruitment process will require a formal interview and presentation task.