

**Job Title: Capital Project Project Management, Community and Business Planning Consultancy Adviser, Peckham Platform**

**Location:** Peckham, London

**Contract Type:** Consultancy

**Contract value:** up to £30k

**Reports to:** Transformation Lead and Board

**Duration:** 1 February 2027 – July 2027

**Role Overview:**

Peckham Platform is reaching an exciting new phase in its development. A creative and educational charity based in Peckham, south London, Peckham Platform brings local communities together with leading artists to co-produce social art that responds directly to the needs and concerns of the people involved. In summer 2027 we will move to a permanent home on Peckham Square, designed as a space for connection for everyone in Peckham, putting culture and creativity at the heart of our area's future recovery.

Construction work on the Council-owned building, which has been designed by local architects Knox Bhavan and incorporates a newly refurbished 91-93 Peckham High Street, is set to begin in early 2026. London Borough of Southwark (LBS) will fund and oversee the construction process, with Peckham Platform, supported by Arts Council England (ACE), assuming responsibility for the internal fit out.

We are now looking for a highly experienced consultant, with an ability to operate at both strategic and operational level, to oversee and advise on various aspects of the capital project development. This includes day to day project management for the Peckham Platform-funded building fit out, business planning, creative programme development and community stakeholder engagement. Key external stakeholders will include LBS, Knox Bhavan architects, the building and design contractors as well as the local community. We want to ensure that the voices of local artists, young people, community groups, schools, and stakeholders are embedded in the capital project, supporting an inclusive and dynamic cultural space that meets local needs.

**Key Responsibilities:**

The following responsibilities will be determined sequentially by the life-cycle of the project, with the project management aspects coming more to the fore as the building fit out begins, late 2026/early 2027.

**Programme & Business Planning Strategy and Delivery:**

- Support Peckham Platform's executive leadership in the ongoing development of its programming strategy for the building's first year of operation aligned with the organisation's overall vision, mission and values.
- Work with Peckham Platform's leadership to update and refresh the business plan for the operation of the building with a focus on long-term sustainable income-generation and community engagement.
- Conduct comprehensive benchmarking exercise to support future business planning
- Identify and assess future income-generating, mission-aligned partnerships to support Peckham Platform's new venue-based operations, e.g. F&B, retail, co-working, events.
- Liaise regularly with Peckham Platform's fundraising team to advise on new opportunities for external funding support, including public, corporate and individual giving.
- Contribute to internal planning discussions around the establishment of a volunteer advisory committee to provide strategic advice and practical support for Peckham Platform.
- Leverage existing networks to help raise Peckham Platform's visibility and profile with key stakeholders and potential supporters within Southwark and the wider arts community.

#### **Community Consultation, Co-design and Place-making:**

- Provide strategic advice to the development and implementation of a consultation strategy focused around Peckham Platform's central placemaking role in the neighbourhood, and which engages diverse community groups, including marginalised communities, young people, and families.
- Ensure that all community consultation and co-design initiatives involve working with access groups to ensure fit out and interpretation strategies meet multiple access needs.
- Advise on facilitation of advisory meetings, social gatherings, and interactive consultations to ensure meaningful local input into design development, business planning and programme strategy development.

- As needed, work with the Peckham Platform team to advise on ways to build and sustain relationships with local artists arts organisations and sector peers to support the above.
- Ensure consultation and co-design strategy for optimal engagement of community leaders and local stakeholders to align engagement strategy with wider community aspirations.
- Advise on and support organisation of cultivation events, including social art-themed talks, research-sharing sessions, and site visits for youth, families, and school groups.
- Ensure any engagement strategy takes into account and reflects organisational resourcing and budgets.
- Work closely with the Communications Manager and external project partners to help ensure the capital project is visible and promoted effectively, in line with the corporate communications strategy;
- Advise on and support project advocacy with invested and interested parties including but not limited to LBS, funders, and local community groups.
- Advise on optimal ways to monitor and evaluate engagement activities, ensuring impact is documented and communicated effectively.
- Ensure that regular trustee, stakeholder and community updates are embedded within all community outreach and co-production strategies.

### **Project Management:**

- Act as primary point of contact for LBS and the architects during both the LBS-led construction phase and the Peckham Platform-led fit-out stage of the project, beginning at RIBA 4.
- Throughout the life-cycle of the project, work closely with the contractors to ensure the capital project remains on track and key milestones are met.
- Provide ongoing project management support to the day-to-day needs of the capital project, including all budgetary management and reporting. Specifically:
- In liaison with the Peckham Platform team and other external contractors, ensure the developers and contractors are briefed and updated in a timely fashion on the operational needs of the new building, taking into account budgetary, programmatic, access, and health and safety considerations.
- Broker agreements with project partners and ensure all contracts and agreements are in place to support the fit-out phase.

- Ensure that all areas of the capital project fit-out phase meet current legal requirements and that required insurances and other legal frameworks are in place at all times.
- Manage all change requests on behalf of the Client Team and in close liaison with the external Project Manager.
- Provide regular written and verbal progress updates to Peckham Platform's executive leadership and Board (as represented by the 'Steering Group').
- Schedule and minute Steering Group meetings.
- Develop and maintain a project risk register for the building development, including mitigation strategies.
- Actively contribute to environmental sustainability, working to reduce the project's carbon footprint.

#### **Programme Delivery & Legacy Development:**

- Lay the groundwork for a long-term engagement programme that extends beyond the capital project's completion, embedding community voices in ongoing cultural programming and decision-making, with a particular focus on young people's involvement.
- Provide advice on the establishment of a long-term volunteer recruitment and retention programme to support the operations of the new building.
- Contribute to longer-term thinking on how Peckham Platform can most effectively play a role in sector-wide learning and knowledge-sharing around socially engaged art and cultural capital projects.

#### **Essential Skills & Experience:**

- Proven senior-level experience in strategic programme and business planning and delivery in the charitable, community and/or arts sectors community engagement within a cultural or capital project context.
- Extensive project management experience in the delivery of public-funded capital projects.
- Strong understanding of the programming and day to day operational needs of a public-funded cultural venue.

- Strong track record in community placemaking, advocacy, consultation and participatory-research initiatives with diverse and marginalised communities.
- Outstanding people management skills, with a proven ability to build team-spirit in the workplace.
- Experience working collaboratively with local authorities, architects, communities and artists.
- Knowledge of gentrification, social art practices, and community-led cultural development.
- Ability to facilitate conversations with a range of stakeholders, from local residents to policymakers.
- Strong project management skills with an ability to multi-task and coordinate multiple strands of engagement and delivery.

### **Desirable Skills:**

- Experience in commissioning public art and working with artists on embedded projects.
- Understanding of Health & Safety, access in cultural spaces.
- Understanding of the legal requirements of a public building.
- A familiarity with the Peckham area.

**To Apply:** Please submit a CV (max 2 pages) and cover letter detailing your relevant experience, together with a timeline and cost proposal (max 3 pages), by midday on Monday 5th January 2026.

We are passionate about creating a diverse workforce and positively encourage applications from under-represented communities.