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## **Common Ambition: Co-Production Projects Manager**

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APRIL 2026



## **Justlife's Vision**

**Making people's experience of temporary accommodation be short, safe and healthy.**

### **About this role**

This is a varied and hands-on role combining participant support, facilitation, coordination, and reporting. You'll need to be comfortable switching between supporting individuals, running sessions, managing logistics, and keeping projects on track. No two weeks will look the same, but your work will consistently contribute to meaningful, lasting change.

### **Shape systems. Centre lived experience. Deliver real change.**

Common Ambition is an ambitious co-production programme, hosted by Arch Health CIC and Justlife, working across homelessness, mental health, substance use, domestic abuse and criminal justice systems. We bring together people with lived experience and professionals to challenge how systems work and to design better, more effective approaches together.

We're looking for a highly organised, proactive Project Manager to join our small, dynamic programme team. This is a fast paced, hands-on role where you'll play a key part in delivering high quality co-production work and work alongside people experiencing homelessness and multiple compound needs to influence real change. Example projects include, homelessness and health system improvement, drug and alcohol service improvement and research including around liver disease and integrated community care.

If you thrive on balancing people focused work with strong coordination and delivery, this is an opportunity to make a meaningful impact.

### **The impact you'll have**

In this role, you will:

- Support people experiencing homelessness and multiple compound needs to actively shape services and systems
- Create safe, inclusive environments where lived experience is valued and heard
- Turn participation into meaningful influence and system change
- Ensure projects are well run, well evidenced, and deliver real outcomes

### **What we offer**

- The opportunity to shape a high impact, systems change programme
- Meaningful, purpose driven work alongside people with lived experience
- A supportive, collaborative team environment
- Opportunities to influence strategy, partnerships, and future direction
- Professional development and growth

### **Why do we exist?**

Justlife is in existence because we know thousands of people struggle to manage in poor and unsuitable temporary accommodation. Their stay isn't temporary, they are likely to be suffering with deteriorating mental and physical health, becoming victims of crime, losing control of their life and even dying prematurely. We are working towards making their stays as short, safe and healthy as possible.

### **How do we operate?**

Our values guide our work and are very important to us:

- Collaboration before competition
- People before programmes
- Innovation before Institutions

### **What do we do?**

Justlife delivers impactful services in Greater Manchester and Brighton & Hove, supporting and empowering people experiencing homelessness in temporary accommodation. We also drive positive system change across the national temporary accommodation sector, convening those with a common interest; people with lived experience, landlords, charities, local and national government, and carrying out research and gathering insights.

We aim to grow our impact and reach, supporting more people in temporary accommodation and to build a movement that brings about lasting positive change.

### **Why work for us?**

Here at Justlife, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective.

### **Perks of working at Justlife**

- Great holiday package! Starting at 27 days annual leave entitlement, plus bank holidays (increasing to 29 days after 5 years' service and 30 days after 10 years' service)
- Additional 5 days annual leave purchase scheme through salary sacrifice
- Enhanced pension contribution scheme, 5% Justlife contribution (correct at time of print)
- Cycle to work scheme
- 2 Volunteering days per year

### **Key terms and conditions**

**Job Title:** Common Ambition: Co-Production Projects Manager

**Hours:** Part Time (22.5 - 30 hours per week)

**Contract:** Fixed Term until March 2027 (extension dependant on continuation funding)

**Normal hrs to be worked:** Work within Monday-Friday 9am-5pm

**Location:** Brighton

**Salary:** £35,042 per Annum (FTE)

## **Application Process**

To apply, please upload a covering letter addressing how you meet the person specification, together with an up-to-date CV. Deadline for applications is **11:30pm on 10th May**.

Provisional interview dates will be the week of 18<sup>th</sup> May.

If you have any questions about the role please email [nicky.pyper@nhs.net](mailto:nicky.pyper@nhs.net)

## **Role Description**

### **Programme Delivery & Coordination**

- Plan and coordinate multiple co-production projects across the programme
- Manage timelines, priorities, and day to day delivery challenges in a fast-paced environment
- Support the development of co-produced resources and prototypes

### **Participant Support & Co-Production**

- Provide direct, trauma-informed support to programme participants
- Build trusting relationships and enable meaningful, accessible participation
- Design and facilitate engaging workshops, meetings and co-production sessions

### **Stakeholder Engagement**

- Build strong relationships with partners across multiple systems and sectors
- Represent the programme in meetings and collaborative spaces

### **Monitoring, Reporting & Quality**

- Carry out contract monitoring and reporting across programme activities
- Track outcomes, maintain accurate documentation, and ensure compliance
- Use data, learning, and feedback to improve delivery and demonstrate impact

### **Strategy & Programme Development**

- Support the development of programme priorities and future direction
- Contribute to funding applications and partnership development
- Act as deputy to the Programme Lead when required

*This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of Justlife. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework, and in performing other duties commensurate with these responsibilities, the band of the post and skills and qualification of the post-holder.*

## **Person Specification**

We're looking for someone who is as comfortable supporting people as they are managing projects.

**We're especially interested in someone who:**

- Has experience supporting people experiencing homelessness or multiple compound needs
- Is highly organised and able to manage multiple priorities and workstreams
- Is confident handling logistics, coordination, and reporting to a high standard
- Can build strong relationships with a wide range of stakeholders
- Is proactive, solutions-focused, and able to work independently when needed
- Enjoys facilitating groups and bringing people together
- Thrives in a small, collaborative, and fast-moving team

**Essential experience and skills**

- Experience of project management
- Experience facilitating meetings, workshops or group sessions
- Excellent communication skills (written and verbal)
- Strong organisational and coordination skills
- Ability to work across both strategic and operational levels
- Strong IT skills

**Desirable**

- Experience of co-production or participation approaches
- Experience of frontline work with people experiencing multiple compound needs
- Experience of research, service design, or evaluation
- Knowledge of homelessness and related systems and policy

*Justlife is an equal opportunities employer and considers all applications received.*