

We Make Wycombe Partnership Development Manager

Job Description

Job Title: Partnership Development Manager – High Wycombe Place Partnerships

Location: The Partnership Development Manager will be based in High Wycombe, working out of The Hub, 1-2 Cornmarket, High Wycombe. HP11 2PW

Contract: Freelance, 24-month fixed term, commencing April 2026 – March 2028, 22 hours/week

Fee: £38,000 pro rata

We are looking for a forward-thinking, community-minded professional with a strong understanding of placemaking and the power of partnerships. This is a unique opportunity to play a lead role in the delivery of the High Wycombe Place Partnership Programme, We Make Wycombe – a major initiative funded by Arts Council England, The Rothschild Foundation and Bucks Council. It began in April 2025 and will conclude on March 31st 2028.

This role is hosted by Bucks Culture as one of the core partners in We Make Wycombe.

Purpose

To support the delivery of We Make Wycombe, by working closely with local cultural organisations, creative practitioners and community partners to support them develop collaborations, transform ways of working and reach new audiences. A key focus of the role will be helping existing cultural assets adapt and evolve – providing guidance, capacity and practical input.

This is an integral role in the building of a more connected, inclusive and sustainable creative sector.

The Partnership Development Manager will work closely with local creative community and alongside the Project Manager, reporting to the Core Partners (Bucks Culture, Bucks Council and Rothschild Foundation).

Key Responsibilities

Lead and support partnership development activity between local creatives, cultural organisations community groups and other stakeholders. Connection is a key theme of the project at this stage aiming to uncover and elevate more grass roots activity and connect new/emerging creatives to each other and the more established sector. Similarly, this role needs to connect with new audiences and understand their cultural needs.

The other main responsibility of the role is to act as an Outreach Manager, working directly with local cultural assets, including, but not limited to, Wycombe Arts Centre and Wycombe Museum. To provide direct support and help to develop new ways of working to grow audiences and become more sustainable.

- Review and assess each cultural partner to understand how best to help them progress their strategic vision, audience building, business models, forward planning and fundraising.

- Build relationships with local, regional and national networks, funding bodies and support organisations.
- Support and develop collaborative working between partners in order to address local challenges and opportunities for culture and creativity within High Wycombe.
- Develop and manage the internship/placement opportunities.
- Maintain accurate records and contribute to monitoring and evaluation reporting.

This role will work collaboratively with the Project Manager and small core team.

Person Specification:

Competency	Essential	Desirable
Prior Experience	<p>Experience in developing partnerships and/or delivering outreach projects for the cultural and heritage sector.</p> <p>Track record of working in cultural development, outreach or capacity-building roles.</p> <p>Project management experience in the arts, heritage, or community engagement context.</p> <p>Experience producing events/projects in collaboration with a range of partners and stakeholders.</p> <p>Experience of mentoring and advising groups/organisations in respect of strategic vision, forward planning and collaborative working.</p>	<p>Proactive approach to project development and partnership leading to delivery.</p> <p>Experience with Creative People & Places or Place Partnerships</p> <p>Experience with local authority and/or ACE frameworks</p> <p>A demonstrable understanding of good organisation and administration towards the delivery of successful projects.</p>

Skills and Understanding	<p>Experience contributing to and/or delivering place-based programmes, in partnership with councils, cultural partners and/or communities.</p> <p>Ability to align creative activity to local priorities and ambitions.</p> <p>Excellent communication skills to communicate effectively with all communities and partners.</p>	<p>An understanding of the role of arts and culture in regeneration, social connection and sense of belonging.</p> <p>An understanding of High Wycombe's creative and cultural communities.</p> <p>Understanding of the funding landscape for arts, culture and creative projects.</p>
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	<p>Drive to proactively build and maintain good working relationships.</p> <p>Able to work across a varied and busy workload – managing priorities and milestones etc.</p> <p>Good IT skills including Microsoft applications, web-based events software and social media</p>	<p>Understanding of national cultural landscape, key organisations, networks and emerging opportunities.</p> <p>Good standard of advocacy skills.</p> <p>Evaluation competency – familiarity with collecting data and using evaluation tools.</p>
Access & Inclusion	<p>Experience of engaging with diverse communities, including underrepresented and global majority audiences through arts, culture or community-based programmes.</p> <p>Strong understanding of inclusive practice and cultural relevance in creative programming.</p>	
Other	<p>To work flexibly when required</p> <p>Provide administrative support to the programme</p> <p>Provide regular and ad hoc reporting as needed</p>	

This job description summarises the main duties and accountabilities and is not comprehensive; the post-holder may be required to undertake other duties of similar level and responsibility.

Buckinghamshire Culture Values

Buckinghamshire Culture has a collaborative approach to its work and expects its employees to embody its core values of:

- Being open – being open, inclusive, fair and honest
- Being collaborative – creating the environment for collaboration and partnership and advocating for the power of creativity and culture
- Being curious – being curious and creative in our approach
- Having integrity – building trust and strong relationships
- Being kind – treating everyone we work with, with kindness and compassion.

Application Process

To apply for this role please send an application to Lallie (lallie@buckinghamshireculture.org) that includes:

- Your CV
- A written or recorded statement of how your skills and experience would enable you to fulfil the role

Deadline for applications: 9th March 2026

Interviews will be held (either online or in person) on 16th March 2026. Interviews will include a short presentation by the applicant to be prepared in advance and questions from a panel of two to three representatives of the Core Partners in the programme.

Should you wish to speak to someone about this role, please contact Lallie (lallie@buckinghamshireculture.org) to arrange a call.

We're looking for someone who's highly organised, confident working with diverse stakeholders, and driven by a commitment to impactful, well-managed delivery. If you're ready to make a meaningful contribution to High Wycombe's creative and cultural landscape, apply now.

Website www.wemakewycombe.org