



Pride in Place

Mirehouse, Kells, Woodhouse, Greenbank, and Sandwith

Neighbourhood Board Member –
Role Profile & Information Pack

1. Introduction

Thank you for your interest in becoming a Neighbourhood Board Member for the Pride in Place programme in Mirehouse, Kells, Woodhouse, Greenbank, and Sandwith.

This information pack explains what the role involves, who we are seeking to recruit, the time commitment, and the support available. Board Members play a vital role in shaping the future of their neighbourhood, ensuring that local priorities, experiences and ideas sit at the heart of decision-making.

Board Members are volunteers who work collectively with an independent Chair, fellow residents, partners and the local authority.

2. What is Pride in Place?

Pride in Place is a UK Government programme that gives up to £20 million (over 10 years) to selected neighbourhoods, enabling local people to shape how funding is used and what changes are prioritised.

In Mirehouse, Kells, Woodhouse, Greenbank, and Sandwith, Pride in Place aims to:

- build stronger, more connected communities
- create thriving places with improved local facilities and spaces
- empower local people to influence decisions about their neighbourhood

Decisions about priorities, plans and investment are made by a resident-led Neighbourhood Board, supported by the local authority and local MP.

3. The Pride in Place area



4. The Role of the Neighbourhood Board Members

As a Board Member, you will work alongside other local people to help guide and oversee the Pride in Place programme.

Key responsibilities include:

- Actively participating in Neighbourhood Board meetings and decision-making
- Engaging with residents, groups and organisations to understand local priorities
- Helping co-create and monitor the Pride in Place Plan for the area
- Acting as a champion for the programme within the community
- Ensuring a wide range of voices are heard, including those less often involved
- Declaring interests and supporting transparent, fair decision-making
- Working collaboratively and respectfully with other Board Members, the Chair, partners and officers

Board Members are not responsible for day-to-day delivery of projects, but provide strategic direction, challenge and local insight.

5. Who Is the Board Looking For?

The Board will have at least eight members and will be resident-led, with a majority living or working in the neighbourhood.

We want the Board to reflect the diversity, energy and lived experience of Mirehouse, Kells, Woodhouse, Greenbank, and Sandwith.

There is no single 'type' of person we are looking for. What matters most is your connection to the area and your commitment to positive change.

You might be:

- a local resident or tenant
- a young person or parent
- a carer or volunteer
- a business owner or local employer
- involved in a community group, charity or faith organisation
- active in sport, arts or culture
- working in education, health, housing or public services
- retired, self-employed, or working locally
- someone with lived experience of the challenges facing the area

To take part, you'll need to be aged 18 or over.

You do not need previous board experience. You do not need to be a professional or an expert. We value curiosity, care for the neighbourhood, and a willingness to listen and learn.

We particularly welcome interest from people whose voices are less often heard in formal decision-making.

6. Person Specification

Board Members should demonstrate:

- A strong connection to Mirehouse, Kells, Woodhouse, Greenbank, and Sandwith (living, working, or long-standing involvement)
- Commitment to improving the area and working for the wider community
- Willingness to listen to different perspectives and work collaboratively
- Ability to communicate respectfully and constructively
- Interest in community decision-making and long-term change

Support, induction and guidance will be provided.

7. Time Commitment and Terms

- Board meetings will be held in person and are likely to take place more frequently in the early stages of the programme. Board Members should expect meetings to be held around once a month in the first year as the Board is established.
- Board Members will also be expected to attend occasional community events and engagement activities, helping to listen to residents, share information about the programme and ensure local voices help to shape priorities.
- Some additional time will be required outside of meetings for reading papers and preparing for discussions.
- Commitment is expected to be around one day per month, with higher involvement in the early stages
- Board Members are usually appointed for an initial term of three years

This is a voluntary, unpaid role. Reasonable out-of-pocket expenses (such as travel or care costs) can be reimbursed. We want to remove barriers to participation wherever possible.

8. Support and Development

Board Members will be supported by:

- an independent Chair
- local authority officers
- induction and briefings on the programme
- guidance on governance, conflicts of interest and decision-making

No-one is expected to “know everything” from the outset.

9. Code of Conduct

All Neighbourhood Board Members will be asked to agree to a Code of Conduct, summarised below:

As a Pride in Place Neighbourhood Board Member will:

- Act with integrity, honesty and openness
- Treat everyone with fairness, dignity and respect
- Champion inclusive, community-led decision-making
- Listen to a wide range of views and work constructively with others
- Declare any conflicts of interest and not take part in related decisions
- Respect confidentiality where required
- Use my position responsibly and not for personal gain
- Support collective decisions once they are made
- Uphold the reputation and values of the Pride in Place programme

10. How to apply for this role:

If this sound like something you would enjoy, please complete the application form by **10am, Monday 1 June 2026** and email this to **communitydevelopment@cumberland.gov.uk**

Applications will then be shortlisted by a panel that includes the Neighbourhood Board Chair, along with representatives of MP Josh MacAlister and Cumberland Council.

Shortlisted applicants will be invited to interview, date to be confirmed.

If you need any support to complete the application form or would prefer to talk it through with someone, please get in touch using the contact details above and we'll be happy to help.