



RECRUITMENT PACK

National Programme Manager
Application Pack - March 2024

THE
UBELE
INITIATIVE



APPLICATION PACK – THE PHOENIX WAY



Young people in London take part in GFC partner summer activity
Photo Credit - Little Fish Theatre 2022

Job Title:	The Phoenix Way National Programme Manager
Reports to:	CEO The Ubele Initiative
Line manages:	Programme Support Officer and Capacity Building Support Coordinator
Location:	Hybrid working in London at least 3 days per week, with London regional and national travel
Pay:	£48,000 - £55,000
Type of Contract	Fixed term for one year
Annual Leave Entitlement:	28 days' annual leave, including UK bank holidays.
Pension:	3% employer pension contribution.

Background

The Phoenix Way (TPW) was established in May 2021 by Black and racially minoritised led organisations with the National Lottery Community Fund (NLCF). It is a response to the systemic inequalities which Black and racially minoritised communities faced during the Covid-19 pandemic and that community-led organisations face in relation to influencing and accessing funding in the UK.

The principal aim of The Phoenix Way is to transform the relationships between funders and Black and racially minoritised organisations, tackle systemic racism and develop shared leadership which actively invests in these communities and empowers them make decisions about funding processes, priorities and allocations.

In 2021, working in collaboration with The Global Fund for Children (GFC), The Phoenix Way Leadership Group (England) successfully distributed £2.4 million of National Lottery Community Fund (NLCF), in community grants to Black and racially minoritised community groups across all regions of England.

Building on this success, the partners are now working in collaboration with the Youth Endowment Foundation (YEF), the Fondation CHANEL and the Lloyds Bank Foundation to support the implementation of a new national grants programme targeted at Black and racially minoritised community groups across the UK. The Phoenix Way 2.0 is a pooled fund the initial priorities of which include supporting young people, supporting women and girls, and addressing youth violence.

The overall grants programme is being launched in phases and the launch of the first two phases took place during 2023. During each phase grants were allocated from YEF and the Fondation CHANEL and targeted at Black and racially minoritised volunteer led and community sector groups, with an intersectional approach and located in England and Wales.

About The Role

Working in close collaboration with the funders, the National Partners and the host organisation the Ubele Initiative, the Phoenix Way National Programme Manager will make a major contribution to the development and coordination of the Phoenix Way Partnership. Through the learning from TPW, they will also contribute to transformational systems change across the funding landscape.

The post-holder will be based in the Ubele Initiative working closely with the National Convenor, The Phoenix Way National Leadership Group (NLG), Global Fund for Children (GFC) and national and regional panels to co-design a collaborative grant-making process. This will seek to devolve and share power in grant design and decision-making to achieve more equitable funding for Black and racially minoritised-led community organisations across the UK.

They will support the development and implementation of the overarching TPW vision, national and regional plans, which include infrastructure development support, ensuring a consistent approach to grant-making across the nations and regions in line with programme and funder requirements.

They will also be responsible for the day-to-day management of the fund ensuring that Black and racially minoritised groups access the available grants and achieve high quality outcomes for beneficiaries. The post-holder will be employed by and based at The Ubele Initiative in London.

Main duties and responsibilities

A. Programme Management

1. To work closely with the Chief Executive of the Ubele Initiative (who is also the TPW National Convenor) to support the overall strategic direction of TPW.
2. To lead on the delivery of key objectives and plans which ensures the TPW achieves its vision. To capture any risks or changes to the programme.
3. To develop and manage the operations of TPW across England and Wales and to establish robust systems, processes, and monitoring arrangements to support implementation.
4. To work closely with the TPW National Leadership Group, to support the development and implementation of national and regional strategy and plans.
5. To provide specified management and delivery support ensuring Black and racialised groups access available grants, capacity building and infrastructure support centrally and in the regions
6. To help achieve high-level outcomes for key stakeholders and beneficiaries.
7. To collaborate with the National Convenor, GFC and TPW National Leadership Group to help establish and provide ongoing support to 6 regional grants panels and one in Wales. These will be composed of Black and racially minoritised voluntary and community group representatives

who can make a significant contribution to the grant-making process across English regions and throughout Wales.

8. To support the co-ordination of any necessary training through GFC and Regional Leads for the panel members.
9. To contribute to the development and implementation of the TPW funding rounds, (including grant award processes), in accordance with programme and funder requirements.
10. To be the identifiable lead officer of the team which promotes the TPW to all stakeholders, including national and regional organisations, grassroots community and the voluntary sector groups across England, Scotland, and Wales.
11. To manage the day-to-day progress of the TPW activities, both within Ubele and in collaboration with key external stakeholders: this includes ensuring that strategic and operational meetings are arranged/serviced, and all agreed actions are implemented
12. To take overall responsibility for accurate record-keeping and data collection/retention, and producing analyses, reports, summaries of awards and other information as required by internal and external stakeholders and funders. The post-holder will also contribute to the design and establishment of any new systems which are needed for monitoring and evaluating the work of the TPW.
13. To line manage two members of staff including the TPW Programme Support and Capacity Building roles and support them with work planning, regular supervision and development of annual learning plans leading to staff training and development reviews.
14. To support the management of the Ubele budget allocation for TPW, working closely with Ubele's finance team and support GFC with the management of the Regional grant budgets.
15. To monitor the implementation of the TPW Regional delivery plans and track progress of agreed deliverables and outcomes, including the accurate record-keeping and data collection to inform the production of regular reports to funders through GFC.
16. To contribute to the overall production of regular reports (using the data gathered from the TPW regions' progress reports and grants awarded) to TPW National Leadership Group and funders through GFC.
17. To foster collaboration between the grant recipients, the TPW National Leadership Group, and The Ubele Initiative and the Regional Leads/hubs to build and strengthen networks.
18. To support the development of the other thematic areas (Learning, Innovation, Leadership, Research & Policy) which are part of TPW Delivery Plan.
19. To identify new potential funders which might to contribute to the growth of TPW, and produce information for them to support new grant investment, as required.

B. Learning and Evaluation

20. To contribute to the TPW National Leadership Group, providing regular updates, insights and learning as well as sharing best practice to inform the evaluation of the national programme.

21. To work with national and regional partners to highlight successes and challenges in the delivery of the programme and to capture and amplify the voices of grantee partners and those they support, to demonstrate the impact of the TPW on Black and racially minoritised community groups/communities.
22. To act as a liaison, point between external learning partners and The Phoenix Way partners, including the National Leadership Group.
23. To publish and disseminate the learning and evaluation from the programme and information on the funded projects.

C. Communications

24. To represent and promote the strategic objectives of TPW National Leadership Group to external stakeholders and at relevant events: this includes TPW (UK) seminars and conferences which will be organised as part of the annual national work programme.
25. To contribute to the production of web, email, and printed communication with all stakeholders.
26. To ensure that the TPW website is maintained, and regularly updated information is accessible and relevant to the nations and the regions.

D. General

27. Lead the delivery of TPW Leadership Group meetings, ensuring all meetings are serviced and coordinated to meet member requirements and ensure the successful programme delivery.
28. To attend and participate in internal and external meetings including staff meetings and meetings with key stakeholders, including extensive regional and national travel.
29. To attend relevant training to fulfil the requirements of the job.
30. To undertake other duties which may from time to time be required and which are appropriate to the responsibilities of the post.

The post-holder will ensure that the TPW is implemented in compliance with The Ubele initiative internal policies and procedures are followed through in all areas of work. They will also treat with confidentiality any information related to the TPW programme and its National Leadership Group, users, and staff and research that could be deemed as personal, private, or sensitive.

The TPW Programme Manager will be part of The Ubele Initiative team in London, however as a hybrid role, they can be located anywhere in the country. The appointee is expected to come to London at least once per week or a minimum of twice monthly, including staff monthly meetings which would be at their own expense.

Person Specification

Qualifications, Knowledge, Experience and Skills

(E = Essential D= Desirable I=I Interview)

Qualifications		
1. Management Degree/Diploma (As senior role, the post-holder must be able to operate at graduate level).	D	I
2. PRINCE2 Practitioner or other relevant project management qualification.	D	I
Knowledge and experience		
3. Understanding of the structural and systemic inequalities (including racism) impacting on Black and racially minoritised Voluntary and Community Sector and individuals.	E	I
1. Knowledge and experience of working with the voluntary and community sector.	E	I
2. Understanding of how of grant-making systems and processes can be designed to support or promote more equitable outcomes.	E	I
3. Demonstrable experience of establishing and managing successfully grant programmes.	E	I
4. Demonstrable experience of managing complex systems change programmes with a range of stakeholders (including monitoring and evaluation).	E	I
5. Experience of, and enthusiastic commitment to systems change grant-making through a racial equity lens.	D	I
6. Experience of working, at operational and strategic levels with Black and racialised communities and/or the voluntary sector.	E	I
7. Experience of supporting effective and successful partnership working.	E	I
8. Experience of managing and maintaining oversight of budgets.	E	I
9. Experience of managing and inspiring a team.	E	I
10. Experience successfully of supporting setting up and working with community-led grants panels, with an intersectional lens.	D	I
11. Experience of working within a diverse community environment and with various stakeholders who sometimes have competing interests and priorities.	E	I

Skills:		
Core competencies		
1. Ability to work strategically with a large group of diverse partners on complex policy issues and identifying workable solutions.	E	I
2. Strong oral and written communication skills, including proven ability to produce reports on complex issues in clear language (plain English) which is accessible to a range of audiences.	E	I
3. Excellent presentation skills: making presentations/public speaking, facilitating multi-stakeholder meetings and group meetings.	E	I
4. Good negotiation skills and ability to deal with conflict and resolve sensitive issues effectively.	E	I
5. A good level of competence in the main IT packages used in the workplace, including MS Office and communication channels such as Teams and Zoom, etc).	E	I
6. Able to supervise and manager staff by reviewing workload, setting standards, monitoring performance, identifying learning opportunities, and keeping staff informed.	E	I
7. Ability to influence and negotiate on behalf of Black and racialised voluntary and community sector organisations in order to remove barriers and unlock (financial and other) resources.	E	I
8. Ability to work under pressure alone and as part of a team and to prioritise amongst a diverse workload.	E	I
9. Ability to work using own initiative, manage own workload, be a self-motivator and able to make informed decisions with minimum supervision.	E	I
10. To effectively identify, analyze, and resolve complex issues within the programme, ensuring minimal disruption to operations and stakeholder satisfaction.	E	I
11. Effectively manages sensitive information and navigates complex interpersonal dynamics with tact and professionalism.	E	I

The Ubele Initiative fosters a caring intergenerational creative and flexible work environment that promotes collaboration, team wellbeing, respect, and professional development.

We can offer:

Salary

£48,000 - £55,000 per year

Weekly hours

37.5 hours per week.

Pension

After successful completion of probation, employees are auto-enrolled on the Ubele workplace pension scheme.

Holidays

20 days annual leave and 8 UK bank holidays.

Flexible Working Location

We are open to applications from candidates across the UK that are willing to travel regularly to our London office and to visit Phoenix partners. Ubele utilises a flexible, remote model with regular travel to our office for those living outside London and a hybrid working model for those based close to London.

Learning

Ubele encourages professional development as a part of our culture and values. Ubele provides opportunities for training in mental health and first aid, collaboration, and mentorship. Ubele hosts away days, annual retreat, local and international courses, learning sessions and social events.

Access to Bright Wellbeing 24hr advice line and counselling service.

Access to Health Assured App

Access to Bright Safe Health & Safety management software and a variety of training courses.

How to apply:

Instead of a traditional cover letter, please share your CV and answers to the following questions in 1-2 A4 pages:

- 1) What excites you most about this role and how is it directly connected to your skills and experience? Please in your answer bear in mind the requirements of the Person Specification.
- 2) What experiences of programme management would you bring to this role; and;
- 3) What experiences of participatory work or co-design would you bring to this role?

to recruitment@ubele.org with “National Programme Manager – Phoenix Way” in the subject line. Applicants must be legally eligible to work in the UK. The deadline for applications are 21st April 2024.

You can also choose to submit an Equality and Diversity Monitoring Form which is optional and anonymous. The selection committee will not have access to these forms during the recruitment process. Please use this link or download the form on our website

<https://www.ubele.org/about-us/careers>

The Ubele Initiative CIC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We particularly encourage applications from communities that have historically been excluded from philanthropy and from underrepresented groups including candidates who are LGBTQ+, from Black and racially-minoritised communities, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds. Please notify us if you require any reasonable adjustments to be made to the application process at either the application or interview stage by sending an email to recruitment@ubele.org with your request.

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties and will be subject to review from time to time. The post holder may be required to undertake such other duties as may be required.

Interviews will be held the week commencing 13th May 2024.

This vacancy may be closed early if sufficient applications have been submitted.

It is our policy to review all applications within two weeks of the stated closing date. If you do not hear from us within three weeks following the closing date, then your application has not been successful on this occasion.

Diversity Monitoring

The Ubele Initiative are committed to eliminating discrimination encouraging diversity amongst our workforces. We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status, and disability.

To ensure our recruitment process is fair and equitable, we collect diversity data from applicants to our roles.

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@ubeleinitiative

ubele.org

