



## **Job Application Pack**

**Enterprise Development Programme (EDP) Project Support Officer**  
**Part time 2.5 days per week**  
**Salary £25,000 per annum plus pension (*pro rata*)**

### **About The Ubele Initiative**

The Ubele Initiative (Ubele) was established in 2014 as an African Diaspora led intergenerational social enterprise. Our mission is helping to build more sustainable Black and Minoritised communities across the UK. Ubele is unique in that it was built from bottom-up and is intentionally an intergenerational organisation. Over the past few years, we have designed and delivered a wide range of local, regional, national and international initiatives which seek to create and build community wealth.

We support Black and Minoritised community led organisations and groups with their community assets (people, organisations and physical space). We use social action, community enterprise development, participatory learning & skills development and next generation leadership initiatives.

As a result of our appointment as the Black and Minoritised community catalyst organisation for Greater London in February 2020 we now provide more strategic regional and national responses to help minimise the impact of the Covid-19 pandemic. We have gone through a period of rapid growth and change and as result our sphere of influence has also grown considerably.

You can find further information about work at [www.ubele.org](http://www.ubele.org)

## What is the role?

The Black and Minoritised Communities Enterprise Development Programme (BMEDP) will contribute to one of the key delivery objectives within The Ubele Initiative's new three-year strategic plan. The BMEDP will provide targeted strategic interventions over a three-year period to support Community Wealth Building within Black and Minoritised communities.

We are looking for someone to provide vital support with the development, implementation, monitoring and evaluation of the BMEDP. The postholder will work closely with the Enterprise Development Programme Managers. If you like to use your initiative, can adopt a flexible approach, implement systems and are a great team player you are invited to apply!

### Key information:

- Fixed Term Contract for 1 year
- Salary £25,000 per annum pro rata plus pension.
- Ubele offers staff enrolment in the NEST Workplace Pension scheme although other arrangements may be negotiated.
- 20 days annual leave (plus public holidays).
- Ubele's Head Office is in the London Borough of Haringey.
- For the first 6-month contract, the workplace is flexible (in line with national /or London region Covid-19 guidance), after which this will be reviewed, and some office-based working might be required.
- The post holder will report to two Programme Managers.

### Main Duties and Responsibilities

- Supporting the Programme Manager to effectively establish, plan, and deliver the Programme in line with the key priorities, objectives and delivery plans
- Providing flexible delivery support and assisting with effective communication between Programme Manager, external partners and participating organisations
- Implement and maintain appropriate systems to enable effective planning and scheduling of Programme activities.
- Contributing to the development of the programme management structure, framework and tools, and supporting the Programme Manager and other colleagues to use these consistently and effectively.
- Contributing to the development of Programme documentation
- Preparation of Programme reports including status reports, dashboards and tracking
- Supporting the analysis of spend and budgetary information
- Maintaining central records and establishing Programme controls, keeping the Programme Manager aware of the Programme status.
- Create and grow relevant contact databases and ensure they are available to the rest of the team on Salesforce and in line with GDPR

- Providing secretariat to Programme Manager as needed and attending meetings
- Contribute to management of professional relationships with a wide range of internal and external stakeholders, and act as lead point of contact for some external parties.
- Providing information for potential applicants and contacting them to support the application process as necessary
- Support with monitoring and reporting of progress, identifying risks, issues and discrepancies and taking action accordingly
- Support with the ongoing development and continuous improvement of the BMEDP
- Contribution to EDP lessons learned and sharing with external stakeholders as necessary.

### **Qualifications**

- A first degree or equivalent qualification is desirable.

### **Knowledge and experience**

- Previous administrative experience and knowledge of office systems and procedures, ideally gained in a member service or project-based environment.
- Knowledge and experience of project management tools and processes
- Experience of working within a team environment
- Experience of a range of software packages including Word, Excel, PowerPoint, e-mail, and the internet.
- Experience of researching data from a range of sources and of compiling clear, comprehensive papers.
- Experience of organising meetings, events, or other activities.

### **Aptitude and Approach**

- Excellent planning and organisational skills
- Excellent written skills, with the ability to accurately summarise and convey information to the EDP team and external stakeholders.
- Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy
- Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact, and sensitivity.
- Ability to work as part of a team and to support others.
- Flexible approach to work, with a keenness to adapt to meet changing work requirements
- A positive, “can do” attitude

### **ICT / Digital Skills**

- Knowledge and experience of MS Office /Windows 10
- Preparation of documents and spreadsheets using MS Office
- Knowledge and experience of Salesforce (desirable)
- Good Internet skills
- The ability quickly to learn new packages as required.

## Job Specification

| <b>Qualifications</b>  |           |
|--|-----------|
| A first degree or equivalent qualification   | Desirable |
| Level 3/4 Office Administration  | Desirable |
| ECDL or equivalent   | Desirable |
| Mail Merge   | Desirable |
| Excel Level 2  | Desirable |
| MS Word Level 2  | Desirable |
| Minute Taking  | Desirable |
| Writing Minutes  | Desirable |
| Project Management   | Desirable |
| <b>ICT / Digital Skills</b>  |           |
| Knowledge and experience of MS Office /Windows 10  | Essential |
| Preparation of documents and spreadsheets using MS Office Excel  | Essential |
| Knowledge and experience of Salesforce   | Desirable |
| Good Internet skills   | Essential |
| The ability quickly to learn new packages as required  | Essential |
| <b>Communication Skills</b>  |           |
| Excellent planning and organisational skills   | Essential |
| Excellent written skills, with the ability to accurately summarise meetings, and convey information in writing and verbally to the EDP team and external stakeholders. | Essential |
| Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy   | Essential |
| Good interpersonal skills, with the ability to communicate with applicants, EDP, SIB and ACCESS other stakeholders and clients with courtesy, tact and accuracy.       | Essential |
| Working flexible hours to include outside of normal working hours  | Essential |
| Ability to work as part of a team and to support others. Flexible approach to work, with a keenness to adapt to meet changing work requirements.                       | Essential |
| Knowledge and experience of Zoom, MS Teams   | Desirable |

## What we can offer

- Warm and fun workplace environment
- Intergenerational and creative team
- Great environment to generate work experience, implement new ideas and for personal growth.
- Flexible working hours - 37.5 hours per week

## Application Process

If you are interested in this role and would like to apply for this post, please fill in [this application form](#)

If you have any questions, email us at [recruitment@ubele.org](mailto:recruitment@ubele.org)

Closing date: **17<sup>th</sup> October 2021, 23:55.**

Please note that we will hold interviews with shortlisted candidates on the week commencing **25<sup>th</sup> October 2021.**

## Data Protection Note

Any personal data you provide (e.g., address, telephone number, employment history) will be used for recruitment purposes only, and only shared with individuals involved in the recruitment.