

## **Project Manager – EAT WOOD GREEN**

**Full Time – Length: 12-month Contract (opportunity to extend)**

**Salary: £40,000 (Depending on Experience)**

### **Introduction**

Wood Green Business Improvement District (BID) in partnership with Haringey Council and Wolves Lane Community Nursey through consortium partner The Ubele Initiative, have recently secured £400,000 funding to develop and deliver an innovative new project called Eat Wood Green. The project will be funded by Greater London Authority (GLA), Wood Green BID, Haringey Council and the Mall, Wood Green.

The project will capitalise on the power of food to bring exciting new uses to the high street, link communities, create opportunities and enhance local businesses. Eat Wood Green aims to transform an unused rooftop carpark space in the town centre into an urban growing area and learning space. The Project will introduce diverse groups to horticulture, create a place for learning and community cohesion for local people, and generate exciting new opportunities for businesses to enhance their sustainability. In the long term the project will support job creation and growth, green skills, and sustainability and the circular economy.

Each of the partners brings a unique perspective to the partnership and working together we will deliver a unique project that will make a real impact locally. Each partner is embedded within the Wood Green area, and together the partnership has an extensive and wide-reaching local network, which can support the delivery of the project. Successful engagement with this network will be key to the project's success.

Also, as part of this project, a new group of members representing the local community will be coming together to put forward ideas and projects to support the local area. This is one of only two pilots in London and will be delivered in close connection with the main project.

Ubele is an active member of this pilot and the Project Manager's role will be to assist in the development of the proposed ideas/projects for the local area.

### **About You and your skills**

We are looking for an experienced, energetic and self-motivated project manager, who has extensive project management and community engagement experience. You will have previously managed projects of a similar value which include complex stakeholder and community engagement and stakeholder coordination across a variety of different groups including but not limited to businesses, residents and community groups.

You will have experience in business development, including fundraising, financial planning and marketing in order to create a sustainable project than can continue after the year 1 revenue funding from the GLA has run out.

You will be able to work seamlessly and collaboratively with the project team and project partnership but be equally confident working independently, communicating consistently and clearly with colleagues and those involved. You will be confident in your ability to bring together different groups to work collaboratively towards a collective goal, and creatively problem solve and mitigate risk to reduce delays.

It is vital that the project is delivered on time and within budget. Ambitious timescales associated with the project mean that you will need to be a quick learner who can hit the ground running once you start. You should also have the following skills:

### Essential

- Project Management Skills (*budget management, programme management, tracking risks and issues*)
- Business development experience, including cashflow forecasting on tight budgets, budget monitoring and careful financial management
- Bid writing and fundraising skills, and knowledge of funds and potential sources of income
- Experience of working with voluntary, community or third sector organisations, and multi-stakeholder relationships
- Experience of representing a project/organisation at meetings with partners, community groups and other local events
- Use of Word, Excel, PowerPoint, and other office software

### Desirable

- Experience of working with Councils
- Knowledge of the role of Business Improvement Districts (BIDs)
- Digital comms skills including use of social media and websites
- Experience of meanwhile, growing and or horticultural projects

### Responsibilities

- To manage the overall project on behalf of the project leads from the BID and Council
- To lead on the partnership, stakeholder management and community engagement, coordinating engagement activity within the pre-existing partnership networks.
- To lead on developing a sustainable business plan, to enable the long-term financial sustainability of the project
- To develop a fundraising strategy and lead on seeking and successfully obtaining external funding to support the project activities.
- Working with existing local community groups including charities, Housing Associations, youth organisations and other local groups to create one panel that represents the local community who can be involved in the project throughout its lifetime
- To support and work with partners to ensure the project runs on budget and in the timescales produced

- To work with the core Ubele team and growers onsite to ensure the project moves into sustainability
- To coordinate regular meetings with partners to update them on the project, create agendas, chair meetings, and track any actions and concerns arising
- To lead on the production of monthly reports for partners and for the GLA as part of ongoing monitoring and reporting with the obligations
- To create and oversee a tracker to manage the project – progress, milestones, budget, engagement
- To lead on project comms by creating content and updating a website and social media channels with the news, events and activities and providing information for joint comms with partners
- Other responsibilities may be required to be added during the project term which would be discussed with the management.

## About Us

Wood Green BID was formed in 2018 and represents around 300 businesses in the Wood Green High Road area. Our small team of staff support the area by providing a range of projects and activities to support the local area which are covered by four main themes including safe and Secure, Business and Investment, Place and Connectivity and Events and Marketing.

The Ubele Initiative (TUI) was established in 2014 as an African Diaspora led intergenerational social enterprise. Our mission is helping to build more sustainable black and minoritized 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 racially 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.

## Employment and promotion

Employment and Promotion is made without regard to race, nationality, ethnic origin, colour, sex, age, marital status, religious beliefs, sexual orientation, or disability and is based solely on merit.

We will implement the following practices wherever practicable:

- that terms and conditions of work, benefits, facilities, working arrangements etc. do not discriminate against any employee
- that pay rates for male and female employees will be transparent and will reflect the principles of equal pay for work of equivalent value, and the London Minimum Wage
- that employees will be promoted on their ability to do the job

### How to apply for the role

Applicants are asked to submit a A4 one page supporting statement outlining your experience and how you fulfil the core competencies criteria provided in the Job Description with an up-to-date CV.

To apply submit your CV [recruitment@ubele.org](mailto:recruitment@ubele.org) responding to the following two questions:

- Why are you interested in this role?
- How do you meet the requirements to fulfil the role?

Also complete Monitoring Form via the link below:

<https://toreiflj4s2.typeform.com/to/rTvTtlmuorm> .

Applications with no supporting cover letter will not be considered.

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

Therefore, please do not delay in submitting your application.

**Closing date: Sunday 14<sup>th</sup> August 2022**

**Interviews will be held week commencing 22<sup>nd</sup> August 2022.**

**It is our policy to review all applications within two weeks from the closing date. If you do not hear from us within three weeks following the closing date, then your application has unfortunately 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.

As part of our recruitment process The Ubele Initiative collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use data to meet our GDPR obligations.