



Forum Recruitment Pack

Black Community-Led Forum Facilitator

Thanks to a [three year long process of co-design and collaborative research and reflection](#), this role has been created, to ensure the project [81 Acts of Exuberant Defiance: Reclaiming Community Heritage](#), funded by the National Lottery Heritage Fund, is planned and delivered by a process that is led by the Black Community.

Accountable to: Project Director

Duration: 1 day per week, for 25 weeks, between May and October 2022, plus 5 training days. Work may include non-standard office hours (evenings and weekends to meet the aims of *Reclaiming Community Heritage*).

Remuneration: The Ubele Initiative will pay the Facilitator a fee of £6,000 @ £200 per day to work on this project for a duration of 30 days.

The Facilitator will be responsible for costs associated from the contract fee and shall submit invoices to the Project Director for approval. This is to be done on a monthly basis setting out the days they have worked for the project during the preceding month and any VAT payable (if applicable). The Ubele Initiative will pay such invoices within 30 days of receipt.

About the project

Reclaiming Community Heritage was awarded £249,600 by the National Lottery Heritage Fund, on 9th June 2021. Led by a partnership of community organisations, including [81 Acts of Exuberant Defiance](#), [The Ubele Initiative](#), and [Empathy Museum](#), the project marks 40 years since the '81 Uprisings, when, against a backdrop of racism, recession and unemployment, communities rose up in confrontation with police in Brixton (in April 1981), and (in July 1981) on frontlines across the UK, including Handsworth, Toxteth, Moss Side, Chapeltown, and St Pauls. Through creative "Acts", *Reclaiming Community Heritage* channels the frustrations, exuberance, and resourcefulness of Black communities, to reclaim this neglected, forgotten, and under-appreciated heritage.

Role Description

The Facilitator will

- Work with The Ubele Initiative to deliver the Initial Training Programme to the seven new Members,
- Provide the ongoing facilitation of the Forum, and
- Be the primary point of contact regarding the safe-guarding of the Members of the Forum and of the people with whom the Forum come into contact.

The role of Facilitator is key to nurturing the full potential of the complex processes with which the Black Community-Led Forum will be engaged. A great Facilitator values and respects the power of the group. They believe better decisions, better ideas and better outcomes can be achieved when the intelligence the room has been leveraged. By combining their knowledge, skills and personality in an effective way, a top-notch Facilitator will win trust and draw the best out of the whole Forum.

The Facilitator will hold the Members of the Black Community-Led Forum accountable to the core values of *81 Acts of Exuberant Defiance*, as set out in the [Humanifesto](#), the [Exuberant Contract](#), and the [Code of Conduct](#). The Facilitator will document in detail this process of holding the Forum accountable to our core values.

Who are we looking for?

This is a Black Community-Led Forum.

We encourage Black people and people of the Global Majority to apply. We especially encourage Black or Global Majority Women, LGBTQIA+, and Disabled people to apply. Higher education is not a requirement for this role, and we encourage people who do not have a university degree to apply.

Applications will only be judged on the following criteria.

Person Specification

The Facilitator will have experience in supporting collective decision-making processes, creating safe spaces, facilitating difficult conversations, and working to hold enabling processes that ensure safety and equity. They will have a strong understanding of the wider programme of *81 Acts* and the mandate and responsibilities of the collective decision-making body.

The Facilitator will have some experience of working with or of supporting participatory grant-making processes and will have a working understanding of cultural commissioning and/or collaborative/community art making and heritage processes.

The **Facilitator of the Black Community-Led Forum** will be:

- **Effective at communicating:** Able to paraphrase back ideas simply, concisely, and with clarity and/or to validate the speaker's intention. Able to summarise and communicate back key themes, trends and decisions.
- **Keenly Observant:** Able to pick up on the nuances of verbal and non-verbal communication to help tease out an individual's honest reaction and/or opinion, thereby bringing concerns, differing opinions, and resistance to the surface.
- **Adaptable:** Able to tailor a process, to recognise if and when there is a need for a change of atmosphere/energy, to bring in new thinking, foster team bonding, (re-)energise a group, and encourage participation from a range of members, to add value to a meeting.
- **Positive in a Grounded way:** Able, for example, to use 'appreciative inquiry', helping participants to look at issues from a perspective of strengths, or of 'what's working', rather than a perspective of 'what's not working'.
- **Authentic:** Acknowledging that participants may pick up on disingenuous comments or statements which might seem to shut them down, able to engender a group bond and mutual trust.
- **Sustainably Neutral:** Committed to treating all participants as equals, regardless of power, personality types, personal opinions, or biases. In the event of having to play more than one role in a meeting (e.g. subject matter expert and Facilitator), a skilled meeting Facilitator will be completely transparent as to which role they're playing when they need to shift between roles.
- **Energetic, Balanced and Focussed:** Able to judge when to energise the group and when to bring back the focus of the group. When tensions between participants appear, a good Facilitator has the ability to stay calm during disagreements, diffuse tensions and keep dialogue constructive and on-topic.
- **Constructive in giving Feedback:** Able to promote constructive, individual thinking in the group. Able to challenge the group using questions that help them think more broadly, deeper, or wider. Able to encourage reflection for purposes of improvement. Willing to receive feedback by actively listening and incorporating process changes where it makes sense to do so.
- **Skilful in posing Questions:** Able to use the art of questioning or asking, rather than telling, to encourage group members to come up with their own ideas, only offering suggestions to stimulate further ideas.
- **Patient:** Able to calmly evaluate whether difficulties or problematic situations are due to an issue of content or one of process. Able to support the resolution of a problem using a range of strategies, such as asking different questions to help the group see an issue more clearly, or changing a process plan to suit a group's changing needs.

- **Accountable:** Able to maintain a written record of the business of the Forum, both its joint deliberation and joint decision-making.

Application Process

Please submit your CV and let us know, in the form of a cover letter, or a video, how you think your skills and experience will enable you to carry out, and excel in carrying out, this role.

Crucially, because we aim, via this project, to launch a new generation of Black heritage leaders, tell us how this opportunity would help you realise ambitions you have for your future.

In addition, we kindly ask you to fill in a [monitoring form](#). This will be kept separate from your application.

Please send your application to recruitment@ubele.org by **5pm, Monday 4th April 2022**.

This deadline is final, so early submission of your application is strongly encouraged. All applicants will receive acknowledgement of their application and shortlisted candidates will be notified no later than Wednesday 6th April 2022. Interviews will be held on Thursday 7th and Friday 8th April 2022.

Once appointed, the Facilitator will be required to participate in the recruitment and training of the Members of the Black Community-Led Forum. This will require the Facilitator's involvement in:

- **Shortlisting** applications on either Thursday 14th or Friday 15th April 2022,
- **Interviewing** shortlisted applicants on either Thursday 21st or Friday 22nd April 2022,
- **Planning**, with The Ubele Initiative, the Black Community-Led Forum Initial Training Programme, and
- **Training** Members, in the Initial Training Programme, over three days: Thursday 28th, Friday 29th, and Saturday 30th April 2022.

Appointment to the role of Black Community-Led Forum Facilitator is provisional upon successful completion of identity and safe-guarding checks, such as Disclosure and Barring Service (DBS) Checks. Ongoing participation in the Black Community-Led Forum will be provisional upon continued abidance by the core values of *81 Acts of Exuberant Defiance*, as set out in the [Humanifesto](#), the [Exuberant Contract](#), and the [Code of Conduct](#).

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. Data will be stored securely: electronically (on Ubele's cloud-based IT system) and in hard copy. Data related to unsuccessful applicants will be deleted six months after the end of the recruitment period. If your application is successful and you take up the role, the information will be used in the administration of your work with us. If you have any questions about the processing of your data, then please contact [Gina Osbourne](#).