



Forum Recruitment Pack

Black Community-Led Forum Members

Seven (7) roles are available, of which one will have the added responsibility of Digital Content Creator.

Thanks to a [three year long process of co-design and collaborative research and reflection](#), these seven roles have 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: Black Community-Led Forum Facilitator

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 each Member a fee of £3,000 @ £100 per day to work on this project for a duration of 30 days. The Ubele Initiative will pay the Digital Content Creator an additional fee of £1,500 @ £50 per day to work on this project for a duration of 30 days.

Each Member 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,

Chapelton, 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 role of the Members is, jointly, to support the Project Director and partners in planning and delivering *Reclaiming Community Heritage*. Specifically, the role of the Members is, jointly,

- To be, for the community, the initial point of contact and engagement with the project,
- To plan and deliver a programme of grants for Community Acts, and
- To support partners in successfully producing Acts.

Such support may include raising public awareness and understanding, catalysing inter-generational conversations, and embedding heritage and legacy into the physical fabric of frontlines. Jointly, the Members will, with the Project Director, ensure the project is planned and delivered in line with the core values of *81 Acts of Exuberant Defiance*, as set out in the [Humanifesto](#), the [Exuberant Contract](#), and the [Code of Conduct](#).

To avoid any conflict of interests, Members will not themselves produce Acts. For this reason, anyone interested in applying to *Reclaiming Community Heritage* for a grant to support a Community Act should not apply to become a Member, but should instead express their interest to the [Project Director](#).

All Members will support the Digital Content Producer to do the additional tasks required of them. The role of Digital Content Producer will additionally require a Member work closely with fellow Members, the Facilitator and Project Director, and all partners of *Reclaiming Community Heritage*, to create exceptionally engaging and empowering digital content, that documents Acts and raises awareness and understanding of the project and, more generally, of *81 Acts of Exuberant Defiance*.

Should the Members jointly decide to do so, they may constitute themselves and make (and be supported to make) funding bids to sustain their continued existence as a Black Community-Led Forum, protecting the legacy of *81 Acts of Exuberant Defiance*, beyond the end of this particular project, *Reclaiming Community Heritage*, in December 2022.

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

Each Member will have an interest in at least some of the following: Black Lives Matter; Black history; civil rights; abolition; policing, prisons, and criminal justice; community organizing and/or mobilisation; arts and culture; public spaces; archives; heritage; storytelling; Black Feminism; Afrofuturism.

Each **Member of the Black Community-Led Forum** will be:

- **Egalitarian:** Committed to social equality and, as evidenced by their actions, opposed to unjust social hierarchy of any kind.
- **Community-oriented:** Committed to the empowerment of Black and Global Majority communities, as evidenced by their actions.
- **Good at listening:** Able patiently and sincerely to be quiet, enabling another person to speak. Able to show, in what they subsequently say, a genuine uptake, as evidenced by their actions, of another person's emotions, opinions, and ideas.
- **Collaborative:** Able to deliberate jointly with others, to reach joint decisions, and to act jointly on the basis of those joint decisions.

Each **Member of the Black Community-Led Forum** will contribute, to the Forum, at least one of the following skill-sets:

- **Local Knowledge and Networks**
- **Event, Art, or Creative Producing**
- **Creative Practice**
- **Campaigning and Social Impact**
- **Marketing and Comms**
- **Fundraising and Strategy**
- **Positive Attitudes**
 - Wanting to work with and for frontline communities.
 - Interested in finding out more about people's ideas.
 - Takes joy in connecting people.
 - Makes things happen.

In addition, a **Digital Content Creator** should be able to demonstrate experience of successful engagement of the general public via websites and/or social media. Experience in one of the following is essential:

- **Proof Reading**
- **Copy Writing**
- **Marketing and/or Communications**

Experience in some of the following will be an advantage:

- **Photography**
- **Graphic Design**
- **Film**
- **Animation**
- **Video Editing**
- **Sound Technology**

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, Thursday 14th 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 Monday 18th April 2022. Interviews will be held on Thursday 21st and Friday 22nd April 2022.

Appointment to the role of Black Community-Led Forum Member is subject to successful completion of the Black Community-Led Forum Initial Training Programme, which will be delivered by The Ubele Initiative, over three days, on Thursday 28th, Friday 29th, and Saturday 30th April 2022.

Completion of the Black Community-Led Forum Initial Training Programme will involve identity and safeguarding 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](#).