



RECRUITMENT PACK

Programme Manager
Application Pack – February 2024

THE
UBELE
INITIATIVE



APPLICATION PACK – AGBERO 2100

Job Title:	Programme Manager
Hub:	Community Wealth Building
Reporting to:	Director for Community Wealth Building
Salary Range:	£48,000
Location:	Ubele offers a flexible hybrid working model; for this position you will be required to work 3 days per week in one of our designated London offices.
Work Pattern:	5 days per week
Contract Type	Fixed Term – 3 years

ABOUT UBELE

The Ubele Initiative was established in 2014 as an African Diaspora led intergenerational social enterprise. Our mission is helping to build more sustainable Black and racially 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. These include individual consultancy support, information and training sessions for social investment and co-ordination of national strategic policy development work.

We support black and racially minoritised community led organisations and groups with their community assets (physical space, organisations, and people). 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 racially minoritised community catalyst organisation for Greater London in February 2020 we now provide more strategic regional and national responses to help minimise the recovery from the Covid-19 pandemic. We have

gone through a three-year period of rapid growth and change and as result our sphere of influence has also grown considerably.

This is a great time to be joining The Ubele Initiative as we develop our 5-year strategy through our 4 strategic aims:

1. Strengthen communities through enterprise and asset development
2. Advocate for equity and justice in our communities
3. Strengthen our infrastructure and voice
4. Develop people, groups, and organisation

More information can be found on [our website](#).

Purpose of the role

The Programme Manager will support the Director for Community Wealth Building with the national delivery of Agbero 2100 programme; working with our strategic partners The Wolves Lane Centre, OrganicLea, Black Rootz and Kinaara CIC, Ubele directors other programme leads and managers within the programme portfolio.

The Programme Manager will line manage a Programme Support Assistant who will be responsible for providing administrative, logistical and communication support to the Agbero 2100 team, as well as engaging with external stakeholders and beneficiaries to promote and deliver the programme's objectives and activities. They will also work closely with the Outreach and Engagement workers to ensure co-ordinated and coherent activities throughout the programme.

The ideal candidate will have a sharp business mind and a proven ability to strategise and implement high-level program initiatives, with a strong talent for programme management, delegation and be motivated by the desire to nurture programme success from inception to completion.

Main Duties and responsibilities

To support the Associate Director for Community Wealth Building in the refining of the design and delivery of the Agbero 2100 national programme with a focus on London which aims to support Black and racially minoritised communities in Haringey, Lambeth, Lewisham, Southwark, and throughout England. This will be done through strengthening existing community resources, by developing a replicable model, shared learning using community wealth building approaches. The national focus for this work will support the development of a full multi-year Agbero 2100 strategic intervention.

Programme Management

To work with our partners Wolves Lane Centre, OrganicLea, Black Rootz and Kinaara CIC and other key stakeholders and funders in defining, planning, and delivering the Agbero 2100 programme.

To have overall responsibility for all the projects within the portfolio, working with our partners and programme assistant. As programme manager you will have to control the programme budget, secure resources, monitor and track the progress of the programme.

You will also manage the performance of the programme team, including consultants, delivering programme deliverable and benefits on time, identifying, and agreeing the programme data requirements with our Business Analyst.

Resource Management

To develop programme budgets in conjunction with the Director for Community Wealth Building and to manage the budget for the programme ensuring the resource allocation and spend enables delivery against agreed objectives.

To be alert to funding and investment opportunities contributing to securing funding that will support the strategic aim of the programme and to work with the Director and other partners, stakeholders, and communities to develop proposals for funding.

Risk Management

To work within the team and other stakeholders to identify risks and opportunities across the Agbero 2100 London programme to produce, populate and update a risk register and produce reports.

To solve any issues that interfere with the progress of the programme by maintaining an Issue Log.

To track any changes to the programme securing stakeholder approval.

Communications & Engagement

To liaise and communicate with key national strategic partners as well as regional and local partners and other stakeholders involved in the Agbero 2100 programme.

To identify and engage with new organisations linking them into emerging regional and national structures and plans.

To support all marketing and communications activity relating to the work of the Agbero 2100 programme and develop case studies for use for communications activities.

Relationship Management

To work with key Ubele staff including the Programme Manager for Community Wealth Building and Director of Practice and Learning to ensure smooth delivery of Agbero 2100 and other aligned projects and programmes.

To proactively engage in support sessions, learning and development opportunities in asset ownership and enterprise, community engagement and events.

To work with other key stakeholders in this space and to represent Ubele in these as necessary.

Social Investment

To ensure Black and racially minoritised community-led businesses can seek and access the right type of support and funding, whether that be capacity building support, grants, investment funding or loans.

Data Collection and Analysis

The Programme Manager will be responsible for efficiently collecting, analysing, and interpreting relevant project/programme data to inform decision-making and enhance project outcomes. Key responsibilities related to data collection and analysis include, but are not limited to:

Data Collection

Develop and implement strategies for gathering project-related data, ensuring accuracy, completeness, and timeliness.

Use appropriate tools and techniques to collect data from various project stakeholders, teams, and relevant sources.

Establish a structured approach to capture both qualitative and quantitative data to assess project progress and performance.

Data Analysis

Analyse collected data to identify trends, patterns, and insights that aid in project planning, risk assessment, and resource allocation.

Use statistical methods and data visualisation tools to present findings in a clear and understandable manner and to feed into our annual social impact reporting process and reporting to funders.

Collaborate with our cross-functional hubs to derive actionable insights from data analysis, supporting informed decision-making. Contributing to insights and learning through collaborating with the Learning Partner.

Quality Assurance

Ensure data accuracy, consistency, and reliability through continuous monitoring and validation processes.

Implement measures to address data quality issues promptly and maintain a high standard of data integrity throughout the project lifecycle.

Use data insights to develop case studies and to identify areas for process optimization, efficiency improvements, and risk mitigation strategies.

Work collaboratively with project teams to implement changes based on data-driven recommendations, aiming for continuous improvement in project outcomes.

Compliance and Confidentiality

Adhere to relevant industry standards, legal requirements, and organizational policies related to data privacy, confidentiality, and security. Handle sensitive project data with the utmost integrity and take necessary precautions to prevent unauthorised access or disclosure.

Person Specification

(E = Essential D= Desirable I= Interview)

Qualifications:		
Management Degree / Diploma MSP Foundation / Practitioner or PRINCE2 Foundation / Practitioner	D	I
Skills:		
Core competencies		
Ability to analyse and make objective judgements based upon complex written and financial information.	E	
Good negotiating, influencing and problem-solving skills.	E	I
Excellent written and oral communication skills that can be adapted for a variety of audiences.	E	I
Ability to work using own initiative, manage own workload, be a self-motivator and able to make informed decisions with minimum supervision.	E	I
Senior partnership management and relationship building at local, regional, and national level	E	I
Significant senior management experience, including risk management, budget oversight, planning, and delivery.	E	I
Coordinating different strands of work and multiple partners/stakeholders.	E	I
Demonstrable commitment to working collaboratively – internally and externally.	E	I
Creating new programmes according to the strategic objectives of the organisation.	E	I
Developing strong relationships with partners and stakeholders.	E	I
Leading programmes with multiple strands and stakeholders.	E	I
Managing resources and ensuring timely delivery of programmes.	E	I
Identifying and resolving issues/conflict amongst partners and stakeholders.	E	I
Experience		
Proven experience in community development, particularly within the Black and racially minoritised community and voluntary sector. Knowledge of the challenges faced by the Black and racially minoritized VCSE sector. Experience in community wealth building and asset development. Familiarity with grant funding processes and social investment.	E	I
Attributes		
Strong attention to detail, and excellent time management skills. A commitment to teamwork. Enthusiastic, diplomatic, and calm under pressure. Ability to develop creative ideas and transform them into practical reality. Be able to motivate and encourage others. Be decisive and able to work well under pressure.	E	I

Be able to work as part of a team and on their own initiative. Be flexible to work evenings and some weekends to cover stakeholder meetings or Agbero 2100 events.		
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BENEFITS

- Warm, welcoming, and inclusive workplace environment
- Intergenerational and creative team
- Ubele away days, annual retreat, local and international courses, learning sessions and social events.
- Opportunities for flexible working
- Access to our London based office space
- Opportunities to train in Mental Health First Aid
- Access to Bright Wellbeing 24hr advice line and counselling service
- Access to Health Assured App
- Access to Bright Exchange products and discounts
- Access to Bright Safe Health & Safety management software and a variety of training courses
- 20 days annual leave + UK bank holidays
- Employer contribution to your pension

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.

HOW TO APPLY

Applicants are asked to submit a **CV and a one page supporting statement** covering the below points:

- Why you are interested in the role.
- How you meet the requirements set out in the person specification.

Applications should be submitted to recruitment@ubele.org.

Closing date: 3rd March 2024 7:30pm

Interviews are expected to be held w/c 18th March 2024

Please notify us if you require any reasonable adjustments to be made to the application process at the application or interview stage.

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 workforce. 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.

Please complete the diversity monitoring form via [this link](#) or attached document.

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 process.

@ubeleinitiative
ubele.org

