



RECRUITMENT PACK

Black Rootz Project Manager
Application Pack – April 2024

THE
UBELE 
INITIATIVE





BLACK ROOTZ PROJECT MANAGER

- Salary:** £30,000-£33,000 (pro rata)
- Contract terms:** 0.4 FTE, 12-month fixed term contract with the option of an extension dependent on funding
- Location:** Wolves Lane Centre, Haringey
- Reporting to:** Josh Falconer-Roberts, Associate (Community Wealth Building)
- Line reports:** Growing Coordinator and Project Coordinator

ABOUT BLACK ROOTZ

Black Rootz is a multigenerational growing project providing opportunities for Black and racially minoritised people to grow food for themselves, their families and their communities. Black Rootz was established in 2019 by a collective of Black growers in Haringey who recognised the need to organise to challenge the deep inequalities in the growing and food systems. Over the past 5 years, Black Rootz has developed a holistic practice for Black and racially minoritised communities incorporating intergenerational knowledge transfer, increased access to land and food sovereignty, regenerative environmental practices and reduced food inequality.

Black Rootz has been incubated as a project within The Ubele Initiative since 2019. As an established name in the growing community, it is now building towards an independent future.

More information on the [Black Rootz webpage](#)

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 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 minoritized 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.

More information can be found on the [Ubele website](#)



ABOUT THE ROLE

The Project Manager is a new role that will provide hands on management capacity to Black Rootz. The role will bring experience and energy to support the delivery and continued development of the project's core activities; the Community Growing Programme and a new workshop series. The Project Manager will take on a management position and, with support from Ubele, help the project to navigate decisions that will enable Black Rootz to achieve its overall social, environmental, and operational ambitions.

This is not a standard role. The successful candidate will be central in Black Rootz' journey towards a more independent and sustainable future. The ideal candidate will be comfortable with the complexity and holistic nature of Black Rootz and will be committed to its values. As a small team, the Project Manager will be as comfortable making plans and big decisions as they are rolling their sleeves up and being hands on to support the team. While this is a fixed-term contract, we expect the role to be extended and grow over time.

MAIN DUTIES AND RESPONSIBILITIES

Project manage Black Rootz' core activities

The Project Manager will oversee the delivery of Black Rootz' core activities. This includes the existing Community Growing Programme; our longstanding volunteering programme based at the Wolves Lane Centre offering opportunities for members of our community to grow and develop their green skills. You will also launch and manage a new workshop series covering themes including the connection between food and health, environmentally friendly growing practices and decolonial approaches to horticulture. You will take overall responsibility for the successful delivery and evaluation of core activities, and will be hands on in support of the Co-ordinators.

Continually improve existing activities and explore opportunities to develop new offerings

Our offer to our community is still being refined. The Project Manager will lead on further developing existing activities and exploring new opportunities to support impact and sustainability. You will iteratively improve the Community Growing Programme, and help launch the workshop series. Once settled in, you may find yourself exploring ways to replicate the community growing model at new sites, investigating opportunities to deliver accredited training, or scoping out other new opportunities to extend our work.

Manage events and markets

Black Rootz engages in external events and markets around 4-6 times per year and occasionally runs its own events. As Project Manager, you will lead on the management of Black Rootz involvement in these ad hoc activities, working with Co-ordinators to ensure successful delivery.

Finance, fundraising and funder management

The Project Manager will have overall budget responsibility for Black Rootz. You will take the lead in managing relationships with funders and submitting funder reporting. You will work alongside the Ubele team to identify and submit bids for further funding.

Provide leadership and support decision making

The Project Manager role will have senior responsibility within the Black Rootz team. You will provide oversight in setting and implementing plans for the project. You will also work with the Coordinators and Ubele stakeholders to support decision making around the direction of the project.

PERSON SPECIFICATION

(E - Essential, D - Desirable)

Skills	
Confident planning and managing multiple projects and activities simultaneously	E
Ability to develop new systems, processes and resources to support the effective and efficient project delivery	E
Ability to communicate with a wide range of stakeholders, from community members to senior leadership	E
Budget management	E
Funder reporting and funder management	E
Ability to anticipate and mitigate for project risks	E
Confident using common ICT packages, including Microsoft 365 applications	E
Experience	
Have worked with Black, racially minoritized or other marginalised communities	E
Track record of successfully managing projects, programmes or services supporting beneficiaries and/or customers	E
Previous experience in a management or leadership role	E
Experience developing and managing workshops, training, or other services for communities (e.g., social prescribing)	D
Experience of working in growing or food-based initiatives	D
Knowledge	
Understanding of food sovereignty and/or of the inequalities faced by Black and minoritized communities in the growing and food systems	D
Knowledge of regenerative agricultural practices	D
Knowledge of the connection between food and health	D
Attributes	
Proactive	E
Collaborative	E
Organised	E
Committed to Black Rootz values	E

OTHER CONSIDERATIONS

- The role will require a regular presence at Black Rootz sites in Haringey (Wolves Lane Centre, Pasteur Gardens, Eat Wood Green)
- Some weekend and evening working will be required to fulfil the responsibilities of the role



BENEFITS

- Warm, welcoming, and inclusive workplace environment
- Intergenerational and creative team
- Ubele away days, annual retreat, learning sessions and social events.
- Opportunities for flexible working
- Access to Ubele's London based office space in Wood Green
- Opportunities to train in Mental Health First Aid
- Access to Bright Wellbeing 24hr advice line and counselling service
- Access to Bright Safe Health & Safety management software and a variety of training courses
- 20 days annual leave + UK bank holidays (pro rata)
- 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 supporting statement**, of no longer than one side of A4, covering the below points:

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

To discuss the role further or to apply, contact: josh.falconerroberts@ubele.org

Closing date: Monday 29th April

We aim to review applications on the w/c 29th April and invite successful applicants to interviews held on Monday 6th May and Wednesday 8th May.

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

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.

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.



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](#)

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