



RECRUITMENT PACK

Programme Manager
Application Pack - May 2023

THE
UBELE 
INITIATIVE





PROGRAMME MANAGER (COMMUNITY WEALTH BUILDING)

Salary:	£40,000-£43,000
Contract terms:	Full-time, 12-month fixed term contract with the option of extension dependent on funding
Location:	London based (hybrid), attendance at in-person meetings in London and some national travel expected
Reporting to:	Phil Tulba, Director for Community Wealth Building

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 (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 minoritized 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.

This is a great time to be joining The Ubele Initiative as we implement our new 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](#).



ABOUT THE ROLE

The Programme Manager (Community Wealth Building) sits within and works across Ubele's Community Wealth Building hub. Community Wealth Building is one of Ubele's four strategic hubs, with the aim of strengthening our communities through the development of assets and enterprise. The Programme Manager will work directly with the Director for Community Wealth Building and will hold responsibilities across the current and emerging community wealth programme. Responsibilities will include supporting the overall strategic development of the hub and alignment with Ubele's strategic vision.

Some of the projects in our Community Wealth Building portfolio include:

- **Agbero2100** – a long-term strategic intervention, and programme of support, to increase the sustainability of Black and racially minoritised community assets nationally.
- **Gida Housing Cooperative** – a housing initiative working towards establishing the UK's first community led housing scheme led by, and creating housing for, people from Black and Racially minoritised communities.
- **Enterprise Development Programme** – a national cohort-based support programme giving Black and racially minoritised led community organisations the opportunity to develop more enterprising business models.
- **Eat Wood Green** – an ambitious new community, food growing and education space for Wood Green town centre.
- **Flexible Finance** – a partnership between the Social Investment Business, Access – the Foundation for Social Investment and The Ubele Initiative to make social investment more accessible to Black and racially minoritised led social enterprises and charities.

The Programme Manager will support the Director of Community Wealth Building to ensure synergy across the programme; managing and supporting project leads and managers within the portfolio, working with regional and national stakeholders, and interfacing with associated funded projects elsewhere within The Ubele Initiative.

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



MAIN DUTIES AND RESPONSIBILITIES

Programme development and management

Have direct responsibility of a portfolio of projects within the Community Wealth Building hub, working with dedicated Project Managers and other project staff from project inception to close down. Maintain oversight of the entire Community Wealth Building portfolio, reporting to the Director of Community Wealth Building, Senior Leadership Team, wider Ubele team, relevant stakeholders and funders.

Relationship management and communications

Proactively engage with relevant external activities and expertise, including social investors, sector-specific bodies, grant makers, trusts and foundations, think-tanks, and research agencies. Work with other key national stakeholders in our sector, representing Ubele at committees, meetings, and events as necessary. Support all marketing and communications activity relating to the work of the portfolio.

Business development

Maintain oversight of funding and investment opportunities that will support the strategic aim of the portfolio and to work with the Director and other partners, stakeholders, and communities to develop proposals for funding and commissions.

Team and resource management

Support the Director of Community Wealth Building with overall management of employees and associates working within the hub, interfacing with other hubs and central teams as necessary. Develop and manage programme budgets in collaboration with the Director of Community Wealth Building, ensuring the resource allocation and spend enables delivery against agreed objectives.

Strategy development

Work with the Director of Community Wealth Building in the overall design and development of Ubele's Community Wealth Building strategy to support the hub's programme of work and financial sustainability.

Risk management

Work within the Portfolio and with the Strategic Alliance and other stakeholders to identify risks and opportunities across the Community Wealth and Assets sphere and to produce, populate and update a risk register and produce reports.

PERSON SPECIFICATION

(E - Essential, D - Desirable, I - Assessed at interview)

Skills		
Excellent programme, project, task, and time management skills, with the ability to work to own initiative and manage own workload	E	I
Confident leading programmes and projects with multiple strands and stakeholders	E	I
Ability to develop new programmes and adapt existing work based on the strategic objectives of the organisation and wider stakeholders	E	I
Strong partnership building and management skills	E	I
Good negotiating, influencing and conflict resolution skills	E	I
Excellent written and oral communication skills that can be adapted for a variety of audiences	E	
Ability to analyse and make objective judgements based upon complex written and financial information	E	
Demonstrable ability to plan and manage resources	E	I
Experience		
Have worked with Black, racially minoritised or other marginalised communities	E	
Significant senior management experience, including risk management, budget oversight, team management, planning and delivery	E	I
Senior partnership management and relationship building at regional and/or national level	E	I
Have worked in community wealth, assets and/or enterprise	E	
Experience of working with funders and funded programmes	D	
Knowledge		
Understanding of the philanthropy and social investment landscape	D	
Attributes		
Independent worker with strong sense of initiative	E	
Enthusiastic motivator, team player and collaborator	E	
Diplomatic and decisive	E	
Able to work well under pressure	E	
Organised with strong attention to detail	E	



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 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 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: Tuesday 27th June

Interviews are expected to be held w/c 11th July.

Please notify us if you require any reasonable adjustments to be made to the application process at the application of 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](#)



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.

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@ubeleinitiative

ubele.org

