

RECRUITMENT PACK





PROJECT SUPPORT OFFICER (COMMUNITY WEALTH BUILDING)

Salary:	£25,000-£27,500 (pro rata)
Contract terms:	0.5 FTE, 12 month fixed term contract with the possibility of an extension dependent on funding
Location:	London or remote with occasional attendance at meetings and events in London and across England required
Reporting to:	Phil Tulba, Associate Director (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 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.

As a result of our appointment as the black and 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 Project Support Officer is a new role that will sit within the 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 Project Support Officer role will primarily support the Associate Director of Community Wealth Building with the establishment of two key strategic projects within the hub (see below). The role will also support the wider Community Wealth Building team and agenda where necessary.

- **Gida Housing Cooperative** – Gida Housing Cooperative is working towards establishing the UK's first community led housing scheme led by, and creating housing for, people from Black and Racially Minoritised communities. Gida is currently working towards developing a site on the former St Ann's hospital in Haringey as its first scheme. The success of Gida Housing Cooperative depends on effective engagement with both the members of the cooperative, the wider community in Haringey and key stakeholders and partners.
- **National Strategic Alliance** – in 2022, Ubele convened a National Strategic Alliance of organisations working towards building community wealth for Black and Racially Minoritised communities. The Alliance aims to connect, strengthen and mobilise Black and Racially Minoritised community wealth building organisations across England to support the work they're doing and amplify the voice of our communities.

The Project Support Officer will play an important role in the development of Gida Housing Cooperative and the National Strategic Alliance, supporting the Associate Director for Community Wealth Building in understanding the needs of members and engaging them in the work of the organisations, drafting documents and setting up processes for each group, and coordinating meetings and communications between members.

The ideal candidate will be well organised with a keen attention to detail and the ability to bring structure to projects as they go. They will be an excellent communicator with good stakeholder management skills.

MAIN DUTIES AND RESPONSIBILITIES

Support members to positively engage with the organisation

Gida Housing Cooperative and the National Strategic Alliance are both membership organisations. You will play a key role in engaging with members, understanding their needs and preferences and supporting them to interact with the wider membership group. You will induct members into the group, providing them with the information and access they need to successfully engage with the organisation and you will be the first point of contact for members if any issues arise.

Set up key documents and operational processes

Gida and the National Strategic Alliance are relatively young organisations, having been started in 2021 and 2022, respectively. You will play an important role in developing the



policies and processes that will form the foundation of how the membership organisations will operate moving forward. For example, you will support the Associate Director for Community Wealth Building in drafting and updating terms of reference for the groups, set up systems for members to share and access information, and create and manage governance systems such as actions logs and risk registers.

Ensure well attended and effective membership meetings

Both Gida and the National Strategic Alliance will convene members at regular meetings. You will be proactive in ensuring good attendance at meetings, booking in meetings based on the availability of members, sharing a calendar of future events and providing timely reminders ahead of meetings. You will play an important role in facilitating meetings, supporting the Associate Director of Community Wealth Building in putting together and sending out agendas and pre-reading documentation, keeping time and taking minutes in meetings, and working with members to coordinate communications and follow up actions after meetings.

PERSON SPECIFICATION

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

Skills		
Demonstrable stakeholder management skills with the ability to work well with senior colleagues	E	I
Excellent verbal and written communication skills including verbal and written correspondence, and preparation of formal documentation	E	I
Excellent task and time management skills with ability to prioritise effectively and complete assigned tasks independently	E	I
Demonstrable IT skills, including Word, Excel, Outlook, databases, internet etc.	E	I
Project management skills	D	
Experience		
Experience working with membership organisations, Boards or committees	E	I
Experience drafting documents	E	I
Experience setting up systems and/or operational processes	E	I
Project management experience	D	
Knowledge		
Knowledge of communities, VCSE organisations and networks across Haringey	D	
Attributes		
Organised and structured approach	E	I
Collaborative and supportive team player	E	I



Works independently and takes initiative	E	
Attention to detail	E	

SPECIAL CONSIDERATIONS

- The role will require occasional in-person attendance at events and meetings in the London Borough of Haringey and in nationally across England (expenses will be covered for travel outside of London)
- Some evening and weekend work will be required to attend events and meetings

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. Applications should be submitted to recruitment@ubele.org.

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

Closing date: Tuesday 21st March

Interviews will be held w/c 27th March and w/c 4th April

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

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.

THE UBELE INITIATIVE

The Ubele Initiative
2023