

RECRUITMENT PACK





COMMUNITY ENGAGEMENT MANAGER (COMMUNITY WEALTH BUILDING)

Salary:	£30,000-£32,000 (pro rata)
Contract terms:	0.6 FTE, 12 month fixed term contract with the possibility of an extension dependent on funding
Location:	London
Reporting to:	Josh Falconer-Roberts, Programme Manager (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 Community Engagement Manager is a new role that will sit within and work across 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 Community Engagement Manager has been created to support our growing need for community engagement activities across Community Wealth Building. The role will work across some of the most exciting and innovative projects being delivered within the hub, including:

- **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 near 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, and the wider community in Haringey.
- **Wolves Lane Centre redevelopment** – the Wolves Lane Centre is both Ubele's home and a vital community resource for urban food growing and agricultural education in Haringey. Ubele has recently secured a 25-year lease at the Wolves Lane Centre and is in the initial phases of redeveloping the site to grow its value as an asset to the community. A range of engagement activities are planned to involve harder to reach groups and young people in the design of the site and the activities at the centre.
- **Eat Wood Green** – Eat Wood Green is a new community, food growing and education space for Wood Green town centre that will be located on the top floor of the Bury Road car park. Development of the site will involve both engagement with the local community around the design of the space, as well as ongoing business development and outreach support for the community activities that will run from Eat Wood Green when it opens.
- **Black Rootz** – Black Rootz is a multigenerational Black and Racially Minoritised led growing enterprise. Having run successfully since it was established in Spring 2019, the organisation is now growing its community engagement and participation activities in Haringey and beyond.

The successful applicant will work directly with individual Project Managers to plan and deliver outreach, engagement and participation activities for each project. With the projects predominantly based in Haringey, the Community Engagement Manager will also play a leading role in building and maintaining Ubele's networks across the borough, as well as spotting opportunities and coordinating engagement activities across the projects to ensure we're working effectively and efficiently.

The ideal candidate will be a well organised project manager with the ability to deliver successful outcomes across multiple projects. They will be confident networker and relationship builder with excellent interpersonal and communication skills.



MAIN DUTIES AND RESPONSIBILITIES

Plan and deliver outreach, engagement and participation activities

Guided by the aims and plans of each project, you will deliver surveys, consultations and events to connect projects with their communities of interest. You will work with the Project Managers of each project to define the scope, budget and desired outcomes of engagement activities, you will work with our Comms team to create marketing materials and promote engagements, and you will work with other staff, volunteers and wider partners to successfully deliver activities. You will also play a role in leading, facilitating and speaking at engagement events and workshops.

Build Ubele's network across Haringey and London

You will engage communities, groups, organisations and businesses to build Ubele's network across Haringey, and more widely in London, finding relevant leads through online searches, tapping into existing networks and attending events. Once leads are identified, you will be proactive about making and maintaining relationships, as well as building a directory of contacts on our CRM system (Salesforce) to ensure our network is available to the whole organisation.

Work alongside Project Managers to develop project specific community engagement plans

The success of each project you will support depends on the successful engagement of their communities of interest. You will help to keep engagement work on track by working with Project Managers to clarify their needs around community outreach, engagement and participation, define intended outcomes and deliverables, and put together clear plans for community engagement activities.

Produce reports and data to support decision making

The primary purpose of much of the community engagement work conducted across the Community Wealth Building hub will be to support the involvement of the community in decisions made about the projects being developed. You will support this aspect of community engagement by providing any necessary reports and data to Project Managers. You will also contribute to meetings and presentations with internal and external project stakeholders.

PERSON SPECIFICATION

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

Skills		
Demonstrable project management skills, able to plan and successfully deliver multiple competing projects	E	I
Excellent interpersonal skills, a strong networker and relationship builder	E	I
Excellent written, verbal and visual communication skills with the ability to engage a range of audience across multiple formats	E	I
Confident public speaker and/or facilitator	E	I
Confident generating insights from qualitative and quantitative data	E	I
Experience		
Have worked with Black, Racially Minoritised or other marginalised communities	E	
Have worked with communities and/or VCSE organisations	E	I
Experience engaging with people with additional needs	D	
Community engagement around the built environment planning and development process (with particular focus on housing, community assets and/or green and growing projects)	D	
Outreach, comms and/or marketing experience	D	
Knowledge		
Knowledge of communities, VCSE organisations and networks across Haringey	D	
Attributes		
Collaborative	E	I
Takes initiative	E	I
Organised	E	I

SPECIAL CONSIDERATIONS

- The role will require regular in-person attendance at events and meetings across the London Borough of Haringey
- 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, 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.

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The Ubele Initiative
2023