



RECRUITMENT PACK

Programme Coordinator
Application Pack - November 2024

THE
UBELE
INITIATIVE



APPLICATION PACK – Programme Coordinator



Young people in London take part in GFC partner summer activity
Photo Credit - Little Fish Theatre 2022

Job Title:	Programme Coordinator
Hub:	Community Wealth Building
Reporting to:	Programme Manager
Salary Range:	£30.000 to £32.000 gross per annum
Location:	Ubele offers a flexible hybrid working model; for this position you will be required to work two days per week in our designated London office in Wood Green, North London.
Work Pattern:	Full Time/ 5 days per week
Contract Type	Fixed Term – One Year

Background

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.

About The Role

As an Ubele Programme Coordinator, you will be a member of the Community Wealth Building hub supporting the programme manager by overseeing administrative tasks, coordinating learning programmes, communicating with our partners ensuring resource availability for the project team from project inception to completion.

Main duties and responsibilities

1. Programme Coordination & Collaboration

Collaborate with the CWB Director and Agbero Programme Manager to coordinate the delivery of learning and training within Agbero2100.

Serve as the first point of contact for the Agbero2100 London programme, handling and redirecting enquiries as appropriate.

Maintain effective and ongoing communication with key stakeholders, ensuring their active engagement and interest throughout the programme.

2. Event & Training Coordination

Organise and coordinate events, webinars, and training sessions, ensuring logistics such as hospitality, room layout, equipment setup, and course materials are properly managed.

Liaise with consultants and the Communications Team and oversee the smooth running of all relevant webinars, workshops and events.

Develop and maintain accurate records of all learning and development activities, including tracking attendance and ensuring timely follow-up with participants.

Coordinate offsite events and support the Programme Manager in event planning and delivery.

3. Administrative Support & System Management

Work closely with learning and development partners to design, communicate, and implement administrative procedures for both in-house and external training courses.

Establish and manage systems and procedures to ensure the efficiency and effectiveness of Agbero 2100's learning development services, including managing programme information securely.

Maintain accurate documentation and processes for all programme activities, including contracts, agreements, and purchase orders.

Coordinate programme data with stakeholders and support the Programme Manager with information collection for decision-making.

4. Data Collection & Impact Reporting

Collect, collate, analyse, and share both qualitative and quantitative data to measure and showcase the programme's impact.

Ensure evaluation forms are completed and returned for each session/event, contributing to learning and development needs analysis based on feedback.

Support the CWB Programme Manager in preparing regular and ad-hoc reports and maintaining accurate records of data collection methods and analysis techniques for future reference.

Adhere to data privacy, confidentiality, and security standards in managing sensitive programme information.

5. Stakeholder & Partner Management

Develop and maintain productive working relationships with external training providers and partners.

Coordinate the work and meetings of programme stakeholders and partners, including minute-taking and maintaining positive relationships with the Communications team.

Gather partner agreements, consultancy agreements, and contracts, working with Agbero Programme Manager and finance to issue invoices and chase outstanding payments.

6. Financial & Resource Management

Raise purchase requisition orders, track payments for training providers, and ensure timely processing of payments.

Manage and maintain the programme's training calendar, ensuring full completion within targeted timescales and timely updates to the Programme Management team.

7. Inclusivity, Health & Safety, and Compliance

Promote a workplace culture of respect, dignity, and fairness, challenging all forms of discrimination and prejudice. Comply with the organisations safeguarding policy and practice at all times and undertake trainings on safeguarding as required.

Maintain awareness of health and safety, complying with Ubele's Health and Safety policies and procedures.

Ensure compliance with the Data Protection Act/General Data Protection Regulations (GDPR), maintaining confidentiality in all programme-related information.

8. General

To attend and participate in internal and external meetings including staff meetings and meetings with key stakeholders.

To attend relevant training to fulfil the requirements of the job.

To undertake other duties which may from time to time be required and which are appropriate to the responsibilities of the post.

Ensure that The Ubele initiative internal policies and procedures are followed through in all areas of work. They will also treat with confidentiality any information that could be deemed as personal, private, or sensitive and comply with the organisations GDPR and Safeguarding requirements.

Person Specification

D = Desirable, E = Essential, I = Assessed at Interview

Qualifications	
Diploma or degree (or equivalent) in a relevant field	E
Learning & Development or training qualification	D
Experience	
Minimum 3 years' experience working in a learning & development or project coordination environment	E & I
Experience in planning and delivering events or projects	E & I
Experience of working in a fast-paced, customer-focused environment	E & I
Demonstrable experience of data analysis and reporting	E & I
Experience of working as a programme assistant or Programme Coordinator	E & I
Experience of providing support to meetings and events to ensure they run smoothly	E & I
Experience of working on multiple projects	E & I
Able to order supplies for sessions and events	E & I
Knowledge	
Proficient knowledge of Microsoft 365 software	E & I
Knowledge of learning and organisation development activities	E & I
Knowledge of third sector and community enterprise	E & I
Skills	
Strong organisational and project management skills	E & I
Excellent interpersonal and customer-facing skills	E & I
Strong verbal communication and interpersonal skills, with the ability to engage with a range of stakeholders including senior managers and professionals	E & I
Strong writing skills with the ability to produce engaging materials tailored to different audiences	E & I
Proficient in using IT software, particularly MS Office (Outlook, Word, PowerPoint, Excel) and other relevant tools	E & I
Evidence of strong administrative and organisational skills	E & I
Ability to prioritise workload and multitask effectively while considering the programme's organisational requirements	E & I
Ability to work effectively under pressure while retaining attention to detail	E & I
Ability to assimilate information quickly and accurately	E & I
Ability to work with highly confidential information	E & I
Proactive and self-motivated, customer-focused with a 'can-do' attitude	E & I
Strong team player, able to work effectively with diverse client groups	E & I
Behaviour & Values	
	E & I

Ability to work autonomously using initiative, and thinking creatively to resolve problems	E & I
Strong commitment to Ubele's values, with an understanding of anti-discriminatory practice and a sensitivity to differences of race, culture, gender, sexuality, and ability	E & I
Ability to work effectively with colleagues across different teams and organisations, managing joint tasks and solving problems together	E & I
Flexibility and commitment to working in line with Ubele's values and supporting colleagues across the organisation	
Additional Duties	
Flexibility to travel within the UK	D
Participation in Ubele team meetings, events, and planning days	E & I
Ability to work flexible hours, including occasional evenings and weekends for stakeholder meetings or programme events	E & I
Willingness to undertake other duties as required by the Programme Manager	E & I

We can offer:

The Ubele Initiative fosters a caring intergenerational creative and flexible work environment that promotes collaboration, team wellbeing, respect, and professional development.

Salary

£30.000 to £32.000 gross per annum (full time)

Weekly hours

37.5 hours per week.

Pension

After successful completion of probation, employees are auto enrolled on the Ubele workplace pension scheme dependant on eligibility.

Holidays

20 days annual leave and 8 UK bank holidays for full time employees, pro-rated for part time.

Flexible Working Location

We are open to applications from candidates across the UK that are willing to travel regularly to our London office based in North London. We currently operate a 2 days per week office minimum for full time staff with Thursdays being the anchor day where all staff should attend the office.

Learning

Ubele encourages professional development as a part of our culture and values. Ubele provides, opportunities for training in mental health and first aid, collaboration, and mentorship. Ubele hosts away days, annual retreat, local and international courses, learning sessions and social events.

Support

Access to Bright Wellbeing 24hr advice line and counselling service.

Access to Health Assured App

Access to Bright Safe Health & Safety management software and a variety of training courses.

How to apply:

Instead of a traditional cover letter, please share your CV and minimum two sides of A4 as a supporting statement detailing why you are applying for the job and how you think you meet all the criteria listed in the person

specification. Please illustrate your statement with examples drawn from your skills, knowledge and achievements gained in past employment or other activities relevant to this particular role.

Applications should be sent to recruitment@ubele.org with "Programme Coordinator" in the subject line. Applicants must be legally eligible to work in the UK. The deadline for applications is 10 December 2024. Interviews will be shortly after.

You can also choose to submit an Equality and Diversity Monitoring Form which is optional and anonymous. The selection committee will not have access to these forms during the recruitment process. Please use this link or download the form on our website <https://www.ubele.org/about-us/careers>

The Ubele Initiative CIC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We particularly encourage applications from communities that have historically been excluded from philanthropy and from underrepresented groups including candidates who are LGBTQ+, from Black and racially-minoritised communities, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds. Please notify us if you require any reasonable adjustments to be made to the recruitment process by sending an email to recruitment@ubele.org with your request.

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.

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. All candidates will be informed of the outcome of their application.

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@ubeleinitiative

ubele.org

