



# RECRUITMENT PACK

Time To Shine Leader  
Application Pack - October 2024

THE  
UBELE  
INITIATIVE



## APPLICATION PACK – TIME TO SHINE LEADER



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

<b>Job Title:</b>	Time To Shine Leader
<b>Closing date:</b>	23.59pm on 31 October 2024
<b>Interviews</b>	From 8 November 2024
<b>Reports to:</b>	CEO The Ubele Initiative
<b>Location:</b>	Min 2 days per week based in North London office, home working available for max 3 days a week
<b>Pay:</b>	£25,642.50 gross per annum
<b>Type of Contract</b>	Fixed term for one year
<b>Annual Leave Entitlement:</b>	28 days' annual leave, including UK bank holidays.
<b>Pension:</b>	3% employer pension contribution on eligible earnings.

### 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 the Time to Shine (T2S) leader you will make a direct contribution to two key areas of work: our intergenerational leadership programmes and our approaches to capturing and recording our social impact measurements. In order to meet the criteria for the T2S programme we are seeking candidates who are unemployed or underemployed. This role is designed to be an entry level role and therefore we recognise that candidates may have limited work experience but can have a wealth of experience from other activities and we would love to hear about how those skills can transfer to this role. If you don't tick every box in this document don't let that hold you back from applying if you feel you fulfil most of the criteria.

The T2S leader will be introduced to and have the opportunity to practice using innovative approaches to leadership development, processes and models which support Black women's and young women's growth and confidence building as community leaders. This experience will support your own personal development and professional understanding of some of the approaches that can be used to support leadership capability building in our sector.

You will add much needed organisational capacity to both areas of work enabling us to further build our emerging body of intergenerational work for which we aim to create a model. You will also help us to bring our data to life and for our social impact outcomes to reach a much wider audience than in the past three years through, for example, being supported to develop skills in storytelling, case studies, videography, vlogs and via our social media platforms.

## Main duties and responsibilities

### Leadership Development

- Programme co-design and supporting implementation: Develop and implement leadership development programmes tailored to the needs of Black women. This involves co-creating curricula that address both personal and professional growth, ensuring they are inclusive, empowering, and effective.
- Mentorship Strategies: Contribute to the design and implementation of mentorship initiatives that foster intergenerational connections. These strategies should help promote the transfer of knowledge, skills, and experience between seasoned and emerging leaders, supporting holistic leadership development.
- Support the design and co-ordination of a national Women of Colour Leadership Summit – April 2025
- Stakeholder Collaboration: Work closely with internal and external stakeholders to identify leadership development needs and opportunities.

### Social Impact Measurement

- Data Collection and Analysis: Contribute to refining and enhancing our data collection methodologies to ensure accurate measurement of programme effectiveness. Supporting the development of robust systems for capturing relevant data and analysing results.
- Learning and then implementing creative data collection methods and processes to enhance reach and engagement
- Impact Reporting: Contribute to creating and maintaining impact reports that communicate the outcomes and value of our programmes. Reports should be clear, compelling, and supported by data, highlighting the achievements and areas for improvement.
- Programme Evaluation: contribute to using data insights to inform programmatic adjustments and strategic decisions. Regularly evaluate programme performance and suggest improvements based on findings to enhance overall effectiveness and efficiency.

### 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

### Experience:

- Some exposure to leadership development or programme management through internships, volunteering, or coursework.
- An interest in learning how to design and implement leadership programmes.
- Basic familiarity with data collection and understanding programme outcomes.

**Skills:**

- Foundational analytical skills with a willingness to learn more about data analysis and reporting.
- Good communication and interpersonal skills, eager to engage with diverse groups and learn how to support effective leadership.
- An open-minded approach, ready to contribute ideas and learn about strategic thinking.

**Commitment:**

- A strong interest in supporting the leadership and development of Black women.
- A developing understanding of the unique challenges and opportunities in this area.

**Reporting:**

The T2S Leader will report directly to the Yvonne Field. Engagement will include regular meetings to review progress, set priorities, and address any challenges. Check-ins and periodic performance reviews will also be part of the role to ensure alignment with organisational goals and provide ongoing support.

**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**

£25,642.50 gross per annum

**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 answers to the following. questions in 1-2 A4 pages:

1. What excites you most about this role? How would it benefit your long-term personal goals?
2. Addressing the points in the person specification what makes you a good candidate for this role?

3. Please outline any past experiences that demonstrate your skills in the key responsibilities, giving examples where possible.

Applications should be sent to **recruitment@ubele.org** with “Time to Shine Leader” in the subject line. Applicants must be legally eligible to work in the UK. **The deadline for applications is 31 October 2024. Interviews will be held from 8 November 2024.**

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](mailto: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](http://ubele.org)

