



# RECRUITMENT PACK

The Phoenix Way Consultant

THE  
UBELE  
INITIATIVE



## APPLICATION PACK – THE PHOENIX WAY



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

### The Phoenix Way (National Lottery Community Fund) Consultant

#### The Phoenix Way Background

The Phoenix Way (TPW) was established in May 2021 by Black and racially minoritised led organisations with the National Lottery Community Fund (NLCF). It is a response to the systemic inequalities which Black and racially minoritised communities faced during the Covid-19 pandemic and that community-led organisations face in relation to influencing and accessing funding in the UK.

The principal aim of The Phoenix Way is to transform the relationships between funders and Black and racially minoritised organisations, tackle systemic racism and develop shared leadership which actively invests in these communities and empowers them make decisions about funding processes, priorities, and allocations.

In 2021, working in collaboration with The Global Fund for Children (GFC), The Phoenix Way Leadership Group (England) successfully distributed £2.4m of National Lottery Community Fund (NLCF), in community grants to Black and racially minoritised community groups across all regions of England.

Building on this success, the partners are now working in collaboration with the Youth Endowment Foundation (YEF), the Fondation CHANEL, Lloyds Bank Foundation. The Phoenix Way 2.0 is a pooled fund the initial priorities of which include supporting young people, supporting women and girls, and addressing youth violence. The overall grants programme is being launched in phases and the launch of the first two phases took place during 2023. During each phase almost 100 grants were allocated from YEF and the Fondation CHANEL and targeted at Black and racially minoritised voluntary, community and social enterprise sector groups, with an intersectional approach and located in England and Wales.

After two years of negotiations, Partners recommenced working with the National Lottery Community Fund (NLCF) to support the design and implementation of a new national programme targeted at Black and racially minoritised community groups across England. This has resulted in The Phoenix Partnership recently securing a £243k development grant from NLCF for 6 months (March to September 2024). The NLCF investment will be used to design and develop a new Phoenix Way proposal, the purpose of which is to secure a £50m ringfence to support Black and racially minoritised communities across England.

It is anticipated that the final proposal will align with several existing thematic workstreams including grant making, national and regional infrastructure development, Future Phoenix, innovation, research and policy, systems change, communications, leadership development, learning and evaluation. Budgets will also need to be created to support the implementation of these workstreams.

## About The Role

The Phoenix Way (Lottery Strand) Consultant will lead on the design and development of the Phoenix Way Partnership Proposal to the Lottery. The key outcome of this assignment is the production of the final proposal. It is anticipated that the final proposal will be completed by TPW by late July 2024 for submission to the England Committee in September 2024.


The consultant will work in close collaboration with The National Lottery Community Fund, the National Partners, other funders, current grant manager i.e. Global Fund for Children and the TPW national convening organisation, the Ubele Initiative,

The development of NLCF Phoenix Way proposal will complement and add value to the development and implementation of the existing TPW vision and national and regional plans, ensuring a consistent approach across England and regions in line with programme and funder requirements.

## Main duties and responsibilities

1. To work closely with the Chief Executive of the Ubele Initiative (who is also the TPW National Convenor) on TNLCF (Phoenix Strand) on the development of the NLCF TPW five-year proposal for £50m ringfence to Black and racially minoritised communities which meets the requirements of both TPW Partners and TNLCF.
2. To support the review and further development of the current Phoenix Way strategy which is to be incorporated in NLCF proposal.
3. To create the main implementation plan for the development and production of the overarching NLCF (Phoenix) proposal within the agreed timeframe.
4. To design and implement a series of interconnected desk based and in person research, development activities and plans (including financial plans) which leads to the creation of a proposal for submission to the Lottery and which aims to support the achievement of the overall Phoenix Way vision.
5. To lead and/or co-ordinate key thematic work streams as agreed.
6. To produce written content for sections of TPW (Lottery) proposal as agreed.
7. To work closely with TNLCF's senior staff through regular email communication, online and in-person meetings.
8. To liaise with the TNLCF senior staff on proposal developments and plans, sharing iterations of the draft proposal and reviewing feedback.

To liaise with the Lottery on how their national, subnational, and regional staff might be deployed to support TPW (Lottery) proposal development process

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9. To formally update TNLCF on progress through grant reporting arrangements.
  10. To ensure that The Phoenix Way (Lottery) proposal content (overarching strategy, core objectives, leadership, delivery plans and budget) meets funder requirements and can be signed off by the Lottery England Committee by the agreed date.
  11. To work closely with the TPW National Leadership Group, to support the development of the proposal in line with national and regional strategy and delivery plans.
  12. To manage the day-to-day progress of the TPW (Lottery) proposal development process, nationally, regionally and in specialist themes and in collaboration with key external stakeholders: this includes ensuring that strategic and operational meetings are arranged/serviced, and all agreed actions are implemented.
  13. To provide tailored support to each region to ensure that they are fully briefed about emerging national and regional design and delivery plans, key roles and responsibilities required, proposed outcomes and outputs, available budgets and delivery timescales.
  14. To support Regional Leads and leads for the specialist / thematic strands in the design and development of their own plans and/or other thematic work streams as agreed. (Note: Support needs will be negotiated on a regional and specialist basis).
  15. To ensure that Lottery proposal development activities are on track through monitoring the implementation of national and regional activities.
  16. To ensure that each significant section of the proposal meets TNLCF requirements including clear objectives, activities, planned outputs, outcomes, staffing and other resources, budgets, and delivery timeframes.
  17. To help broaden the current TPW system through identifying new and /or intersectional organisations, as well as specialist skills and expertise required and incorporating them into the emerging Phoenix system and Lottery proposal.
  18. To collaborate with current and new stakeholders; to keep them abreast of proposal development and plans and to secure their contributions as necessary
  19. To work with Phoenix and other staff to establish systems and processes which support the smooth implementation of the proposal development plans.
  20. To agree budgets to support the proposal development process and to issue contracts for regional plans, specialist/ thematic work streams and specialist advisors (consultants) as necessary.

21. To contribute the promotion of the TPW to all stakeholders, including national and regional organisations, grassroots community, and the voluntary sector groups across England.

## Knowledge and experience

1. Understanding of the structural and systemic inequalities (including racism) impacting on Black and racially minoritised Voluntary and Community Sector and individuals
2. At least 10 years knowledge and experience of working with the voluntary, community and social enterprise sector.
3. Demonstrable understanding of how of grant-making systems and processes can be designed to support or promote more equitable outcomes.
4. Demonstrable experience of creating and submitting successful large grant applications (£1m minimum)
5. Demonstrable experience of establishing and managing large budgets (£1m minimum).
6. Demonstrable experience of operating in complex systems change processes with a range of stakeholders (including monitoring and evaluation).
7. Experience of, and enthusiastic commitment to systems change grant-making through a racial equity lens.
8. Experience of working, at strategic and operational levels with Black and racialised communities and/or the voluntary sector.
9. Experience of effective and successful management of complex partnerships.
10. At least 7 years of experience of working within a diverse community environment and with various stakeholders who sometimes have competing interests and priorities.

## Skills

1. Ability to work strategically with a large group of diverse partners on complex issues and identifying workable solutions.
2. Ability to influence and negotiate on behalf of Black and racialised voluntary and community sector organisations to remove barriers and unlock (financial and other) resources.
3. Strong oral and written communication skills.
4. Proven ability to write large and complex multi-agency grant applications with multiple themes/strands and large budgets (£1m minimum)
5. Proven ability to produce concise reports on complex issues in clear language (plain English) which is accessible to a range of audiences.
6. Proven experience of reporting to funders on grant activities, outcomes, outputs and budgets
7. Excellent co-ordination and negotiation skills across diverse interests
8. Ability to synthesize diverse ideas and to help create consensus from competing interests
9. Excellent presentation skills: making presentations/public speaking, facilitating multi-stakeholder meetings and group meetings.

10. Good negotiation skills and ability to deal with conflict and resolve sensitive issues effectively.
11. Ability to be diplomatic, tactful, and discrete.
12. Ability to work under pressure alone and as part of a team and to prioritise amongst a diverse workload.
13. Ability to work using own initiative, manage own workload, be a self-motivator and able to make informed decisions with minimum supervision.
14. A good level of competence in the main IT packages used in the workplace, including MS Office and communication channels such as Teams and Zoom, etc).

***The budget for this consultancy assignment is £29,999 including VAT. Regional and national travel related expenses will be covered separately.***

## ***To Apply***

Please submit a maximum of **3 sides of A4** outlining how you would approach this assignment (including delivery timeframes which assumes a proposal submission date of late July) plus a short CV or biog.

Closing date for applications is ***Tuesday 2<sup>nd</sup> April 2024.***

Applications to be sent to **[recruitment@ubele.org](mailto:recruitment@ubele.org)**

*The consultant will ensure that the TPW (Lottery) proposal development process is implemented in compliance with The Ubele initiative internal policies and procedures ensuring they are followed through in all areas of work.*

*The Consultant shall perform their duties with the utmost diligence and efficiency, ensuring that all tasks and responsibilities outlined in the Scope of Work are completed in a timely and professional manner. The Consultant commits to deploying all necessary resources and expertise to fulfil the obligations of the assignment and to deliver the proposal to the Client's satisfaction.*

*The Consultant guarantees that the quality of work will meet the standards set forth in the agreement and that the final deliverables will be presented as per the specifications and requirements detailed in the Scope of Work.*

*They will also treat with confidentiality any information related to the TPW programme, TPW (Lottery proposal development process) and its National Leadership Group, users, and staff and research that could be deemed as personal, private, or sensitive.*

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