



## Job Application Pack

**Role: National Enterprise Development Programme Manager**

**Fulltime: 37.5 hours per week**

**Salary: £45,000 per annum plus pension**

### About The Ubele Initiative

The Ubele Initiative (TUI) was established in 2014 as an African Diaspora led intergenerational social enterprise. Our mission is helping to build more sustainable Black and Minoritised 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 Minoritised 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 Minoritised 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.

You can find further information about work at: [www.ubele.org](http://www.ubele.org)

## What is the role?

The Black and Minoritised Communities Enterprise Development Programme (BMEDP) will contribute to one of the key delivery objectives within the Ubele Initiative's new three-year strategic plan. The BMEDP will provide targeted strategic interventions over a three-year period to support Community Wealth Building within Black and Minoritised communities.

We are looking for someone who is a clear strategic thinker who brings knowledge, skills and expertise to engage, promote and support Black and Minoritised Voluntary, Community and Social Enterprise (BMVCSE) in England helping them become more financially resilient by developing new enterprise models, or by growing existing ones.

As the BMEDP is the first of its' kind in the country, the Programme will necessarily adopt an iterative approach so that learning can be used to inform on-going design and implementation plans. The post holder should enjoy supporting people and ensuring that the BMEDP is innovative and creative in its design and delivery, achieve its anticipated outputs and outcomes and are consistently of a high standard.

They will also develop and implement operational plans and help design and implement robust administrative and management procedures, contract compliance and overall quality assurance of service delivery.

The National Enterprise Development Programme Manager will manage the project support staff and be responsible for liaising with the Programme partners.

The postholder will work closely with Ubele's CEO and Directors.

If you like to work under pressure, can adopt a flexible approach, are a great team player and are willing to travel outside of the UK occasionally, you are invited to apply!

## Key information:

- Full time contract for 3 years.
- National travel.
- Salary £45,000 per annum plus pension. Ubele offers staff enrolment in the NEST Workplace Pension scheme although other arrangements may be negotiated.
- 20 days annual leave (plus public holidays).
- Ubele's Head Office is in the London Borough of Haringey.
- For the first 6-month contract, the workplace is flexible (in line with national /or London region Covid-19 guidance), after which this will be reviewed, and some office-based working might be required.
- The post holder will report to the Ubele CEO.

## **Main Duties and Responsibilities**

### **1. Supporting Enterprise Development Strategy**

- 1.1 Make a major contribution to the leadership and management of The Black and Minoritised Communities Enterprise Development Programme (BMEDP).
- 1.2 Contribute to the development and implementation of BMEDP's strategy, key priorities, objectives, and delivery plans.
- 1.3 Contribute to monitoring and evaluating progress made on the BMEDP.
- 1.4 Contribute to the design and development of new strategic initiatives and projects which can be supported through public and charitable funding as well as through trading activities i.e., consultancy and training-based commissions.
- 1.5 Contribute to the strengthening of existing and new strategic partnerships and projects in the UK and globally.
- 1.6 To contribute to ongoing development and continuous improvement of the BMEDP.
- 1.7 Supporting the development of business models that actively encourage collaborative ways of working within communities.

### **2. Delivering the Enterprise Development Programme**

- 2.1 Work closely with other senior staff to ensure a smooth transition from Programme design phase to successful implementation and completion.
- 2.2 Create and support the BMEDP start-up phase, implementation, delivery, monitoring, evaluation, closure, and archiving (digital and manual) processes.
- 2.3 Contribute to the achievement of the BMEDP objectives and targets building positive relationships with The Ubele Initiative (TUI) and other partners.
- 2.4 Communicate agreed strategies, policies, and procedures to Ubele staff and wider stakeholders (as necessary).
- 2.5 Identify the range of potentially successful and replicable business models that are working for BMVCSEs and work closely with learning partner to identify opportunities for replication.
- 2.6 Represent TUI at meetings and networks relevant to the VCSE sector.
- 2.7 Provide interim reports and updates on programme activities and finances, deliver presentations as a way of disseminating findings.

### **3. Supporting Participants**

- 3.1 Foster growth within small and medium-sized organisations / social enterprises, increase trading activity, innovation, and business development.
- 3.2 Support, encourage, and enable BMVCSEs to explore and create investable business models.
- 3.3 Support organisations in the process of grant application including bid-writing, attendance at panel interviews, post-application support as deemed necessary.
- 3.4 Raise awareness and increase understanding of the work of BMVCSEs and the added value they bring to local communities.
- 3.5 Facilitate peer networking and foster a culture of mutual support and co-operation amongst social enterprises and arrange networking events.

3.6 Identify training needs and co-ordinate a training/learning Programme and events, including workshops and webinars.

#### **4. Supporting Staff**

- 4.1 Line manage and support specific support staff.
- 4.2 Lead on the selection, recruitment, induction of new staff, volunteers, interns, and student placements as appropriate.
- 4.3 Conduct staff performance reviews and feedback sessions.
- 4.4 Provide staff mentoring and coaching as appropriate.

#### **5. Supporting and strengthening Communications**

- 5.1 Support the implementation of the Communications Strategy through a range of duties including creating social media content, writing blogs and articles proofreading and copywriting.
- 5.2 Represent TUI views and opinions in writing, via social media, at public fora and events.

*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.*

*We would like to encourage applications of disabled people, Black people/ People of Colour/ BAME community members, LGBTIQ\* and people without university degrees, who bring the following competencies to apply for this position.*

## **Personal Specification**

### **1. Knowledge, Experience and Skills:**

- Knowledge and experience of supporting the development and implementation of Enterprise Development strategy.
- Experience of organisational development
- Experience of managing change.
- Knowledge and experience of the voluntary and community sector and understanding of effective service delivery that achieves social impact.
- A good understanding of the challenges and opportunities for Black and Marginalised community organisations (e.g., community enterprise, community asset development, community contracting, localism etc.)
- Knowledge and understanding of how enterprise business models can be used by voluntary and community sector organisations to build resilience and increase social impact.
- At least 5 years' experience of project development and management
- Substantial knowledge and experience of using project management tools and processes.
- Knowledge and experience of how monitoring and evaluation processes can be used in projects and Programme.
- Experience of strategic partnership development and experience of creating networks across organisations.
- Experience of working with adults aged 18+
- At least 5 years' experience of managing staff - individuals and teams.
- Experience of research into and securing finance from funding sources, commissions, consultancy assignments etc. to support project ideas and implementation.
- Experience of developing professional relationships which can support the development of local, regional, national, and global partnerships, initiatives and /or projects
- Experience of working within a team-based structure through which knowledge and ideas are shared.

### **2. Aptitude and Approach**

- Excellent planning and organisational skills
- Strong financial literacy – for supporting bid-writing, assessing, and developing budgets, business plans, etc.
- Ability to work under pressure to meet deadlines.
- Willingness to contribute to team development.
- Excellent oral and written communication skills, including copy writing and public speaking.
- Ability to write well and produce project monitoring and other reports, including those for funding authorities.
- Willingness to mentor and coach Ubele staff.

- A self-starter with an ability to work under minimum supervision.
- Ability to offer innovative solutions, creativity, and new ways of working.
- Ability to problem solve.
- Innovative, flexible, adaptable and to be able to respond positively to change.
- Attention to detail, but also with an ability to see and help create the 'bigger picture'.
- Understanding of the cultural sensitivities and racial experiences of people with the African Diaspora and other BAME communities in the UK
- Ability to use time effectively and to manage a complex workload.
- Willingness to travel pan Europe and possibly globally.
- Willingness to attend professional development opportunities in the UK and globally.

### 3. ICT / Digital Skills

- Knowledge and experience of MS Office /Windows 10
- Preparation of documents and spreadsheets using MS Office.
- Knowledge and experience of Salesforce (desired)
- Good Internet Skills
- Understanding the role of Digital/social media and benefits

### 4. Special Considerations

- National travel will be required.
- Some overseas travel to European countries will be required.
- Some weekend and evening working will be required.

### What we can offer

- Warm and fun workplace environment
- Intergenerational and creative team
- Great environment to generate work experience, implement new ideas and for personal growth.
- Flexible working hours - 37.5 hours per week

### Application Process

If you are intrigued by this advert and would like to apply for this post, please answer the questions in our online form which you can find [here](#) and submit it together with your CV **or** email it to [recruitment@ubele.org](mailto:recruitment@ubele.org) by the closing date: **11th May 23.55pm**. We also kindly ask you to fill in a monitoring form, which can be found [here](#). This will be kept separate from your application.

Please note that we will hold interviews with shortlisted candidates on afternoon of **Monday 17th May 2021**.

### 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.

Data will be stored securely: electronically (on Ubele's cloud-based IT system) and in hard copy.

Data related to unsuccessful applicants will be deleted six months after the end of the recruitment period. If your application is successful and you take up the role, the information will be used in the administration of your work with us.

If you have any questions about the processing of your data, then please contact Gina Osbourne [gina.osbourne@ubele.org](mailto:gina.osbourne@ubele.org)