



RECRUITMENT PACK

Agbero Programme Manager
Application Pack – January 25

THE
UBELE
INITIATIVE



APPLICATION PACK – Agbero 2100 Programme Manager



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

Job Title:	Agbero Programme Manager
Hub:	Community Wealth Building
Reporting to:	Associate Director for Community Wealth Building
Salary Range:	£44,000-48,000 gross per annum
Location:	Ubele offers a flexible hybrid working model; for this position you will be required to work 2 days per week in one of our designated London offices.
Work Pattern:	5 days per week
Contract Type	Fixed Term – 3 years

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 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. These include individual consultancy support, information and training sessions for social investment and co-ordination of national strategic policy development work.

We support black and racially minoritised 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.

As a result of our appointment as the black and racially minoritised community catalyst organisation for Greater London in February 2020 we now provide more strategic regional and national responses to help minimise the recovery from the COVID-19 pandemic. We have gone through a three-year 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 develop our 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](#).

You can find further information about our new home here: <https://www.ubele.org/our-work/wolves-lane-centre>

About The Role

The Programme Manager will support the Director for Community Wealth Building with the national delivery of Agbero 2100 programme; working with our strategic partners The Wolves Lane Centre, OrganicLea, Black Rootz and Kinaraa CIC, Ubele directors other programme leads and managers within the programme portfolio.

The Programme Manager will line manage a Programme Support Coordinator who will be responsible for providing administrative, logistical and communication support to the Agbero 2100 team, as well as engaging with external stakeholders and beneficiaries to promote and deliver the programme's objectives and activities. They will also work closely with the Outreach and Engagement workers to ensure co-ordinated and coherent activities throughout the programme.

The ideal candidate will have a sharp business mind and a proven ability to strategise and implement high-level program initiatives, with a strong talent for programme management, delegation and be motivated by the desire to nurture programme success from inception to completion.

Main duties and responsibilities

To support the Associate Director for Community Wealth Building in the refining of the design and delivery of the Agbero 2100 national programme with a focus on London which aims to support Black and racially minoritised communities in Haringey, Lambeth, Lewisham, Southwark, and throughout England.

This will be done through strengthening existing community resources, by developing a replicable model, shared learning using community wealth building approaches. The national focus for this work will support the development of a full multi-year Agbero 2100 strategic intervention.

Programme Management

- To work with our partners Wolves Lane Centre, OrganicLea, Black Rootz and Kinaraa CIC and other key stakeholders and funders in defining, planning, and delivering the Agbero 2100 programme.
- To have overall responsibility for all the projects within the portfolio, working with our partners and Programme Coordinator. As Programme Manager you will have to control the programme budget, secure resources, monitor and track the progress of the programme.
- You will also manage the performance of the programme team, including a Learning Partner and consultants, delivering programme deliverable and benefits on time, identifying, and agreeing the programme data requirements with our Business Analyst.

Resource Management

- To develop programme budgets in conjunction with the Director for Community Wealth Building and to manage the budget for the programme ensuring the resource allocation and spend enables delivery against agreed objectives.
- To be alert to funding and investment opportunities contributing to securing funding that will support the strategic aim of the programme and to work with the Director and other partners, stakeholders, and communities to develop proposals for funding.

Risk Management

- To work within the team and other stakeholders to identify risks and opportunities across the Agbero 2100 London programme to produce, populate and update a risk register and produce reports.
- To solve any issues that interfere with the progress of the programme by maintaining an Issue Log.
- To track any changes to the programme securing stakeholder approval.

Communications & Engagement

- To liaise and communicate with key national strategic partners as well as regional and local partners and other stakeholders involved in the Agbero 2100 programme.
- To identify and engage with new organisations linking them into emerging regional and national structures and plans.
- To support all marketing and communications activity relating to the work of the Agbero 2100 programme and develop case studies for use for communications activities.

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.

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

(E = Essential D= Desirable I= Interview)

Qualifications:		
Management Degree / Diploma MSP Foundation / Practitioner or PRINCE2 Foundation / Practitioner	D	I
Skills:		
Core competencies		
Ability to analyse and make objective judgements based upon complex written and financial information.	E	
Good negotiating, influencing and problem-solving skills.	E	I
Excellent written and oral communication skills that can be adapted for a variety of audiences.	E	I
Ability to work using own initiative, manage own workload, be a self-motivator and able to make informed decisions with minimum supervision.	E	I
Senior partnership management and relationship building at local, regional, and national level	E	I
Significant senior management experience, including risk management, budget oversight, planning, and delivery.	E	I
Coordinating different strands of work and multiple partners/stakeholders.	E	I
Demonstrable commitment to working collaboratively – internally and externally.	E	I
Creating new programmes according to the strategic objectives of the organisation.	E	I
Developing strong relationships with partners and stakeholders.	E	I
Leading programmes with multiple strands and stakeholders.	E	I

Managing resources and ensuring timely delivery of programmes.	E	I
Identifying and resolving issues/conflict amongst partners and stakeholders.	E	I
Experience Proven experience in community development, particularly within the Black and racially minoritised community and voluntary sector. Knowledge of the challenges faced by the Black and racially minoritized VCSE sector. Experience in community wealth building and asset development. Familiarity with grant funding processes and social investment.	E	I
Attributes Strong attention to detail, and excellent time management skills. A commitment to teamwork. Enthusiastic, diplomatic, and calm under pressure. Ability to develop creative ideas and transform them into practical reality. Be able to motivate and encourage others. Be decisive and able to work well under pressure. Be able to work as part of a team and on their own initiative. Be flexible to work evenings and some weekends to cover stakeholder meetings or Agbero 2100 events.	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

£44,000-£48,000 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 "Agbero Programme Manager" in the subject line. Applicants must be legally eligible to work in the UK. **The deadline for applications is 30 January 2025**. 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

