



RECRUITMENT PACK

Research, Design and Policy Lead
Application Pack - January 2025

THE
UBELE
INITIATIVE



APPLICATION PACK – Research, Design and Policy Lead



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

Job Title:	Research, Design and Policy Lead
Hub:	Community Wealth Building
Reporting to:	Programme Manager Community Wealth Building
Salary Range:	£40,000-44,000 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 – 1 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 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 Research Design Policy Lead will be instrumental in developing and guiding our research policies. This role requires a strategic thinker with a deep understanding of policy design, research methodologies, and community engagement. The role requires deft stakeholder and partner management, including the Strategic Alliance for Community Wealth Building that Ubele co-ordinates.

The successful candidate will ensure that our research initiatives are aligned with our mission and have a meaningful impact on policy development.

Main duties and responsibilities

Policy-Oriented Research:

- Design research frameworks that inform and shape policy decisions.
- Lead the development of policy briefs and recommendations based on research findings.
- Stay abreast of policy changes and trends that affect community wealth and asset-building.
- Draft authoritative briefings, reports, presentations and speeches.

Research Management:

- Oversee the planning and execution of research projects from inception to completion.
- Co-design and co-ordinate meetings, conferences, debates, and workshops in the relevant field.
- Work collaboratively across hubs to iteratively design briefs and editorial processes for systems, outputs, and actions.
- Ensure that research activities are conducted ethically and with cultural sensitivity.
- Collaborate with internal and external stakeholders to align research efforts with community needs.
- Develop comprehensive research briefs and proposals.
- Assess and communicate the potential impact of policy decisions to stakeholders and wider communities.

Stakeholder Engagement:

- Lead on the management and development of the Strategic Alliance for Community Wealth Building co-ordinated by Ubele.
- Engage with policymakers, community leaders, and other stakeholders to gather insights and build consensus.
- Co-ordinate consultations with internal and external stakeholders, synthesising findings
- Facilitate workshops and focus groups to co-create policies with community members.
- Represent the organization at policy forums and conferences.
- Maintain consistent and accurate messaging in all communications.

Data Analysis and Reporting:

- Design and manage approaches for gathering, analysing, and interpreting data/ information across relevant sectors.
- Analyse data to identify trends, challenges, and opportunities in community wealth and asset management.
- Prepare comprehensive reports and presentations that communicate research outcomes to diverse audiences.
- Monitor and communicate social, political, and economic developments pertinent to Ubele's approach to Community Wealth Building through the lens of racial justice.
- Deliver presentations to, or create 'One Pagers' for, senior leadership, colleagues, and partners.
- Translate complex data into actionable policy insights.

Team Leadership:

- Foster a collaborative and inclusive work environment.
- Manage project timelines, budgets, and resources effectively.
- Provide consultancy and thought leadership.

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=I Interview)

Education: Master’s degree or higher or equivalent experience in Public Policy, Social Sciences, Research or a related field	E
Experience: Significant experience in research design and policy analysis, preferably within a social enterprise or community-focused organization. Proven track record of influencing policy through research. Embracing learning and growth from challenges and setbacks.	E
Skills: Strong analytical and critical thinking skills. Proficient in qualitative and quantitative research methods. Demonstrates transparency and accountability in decision-making processes. Develops strategies that align with the long-term goals of Ubele. Deep commitment to racial equity and social justice.	E
Communication Skills Articulates policy positions clearly and persuasively in both written and verbal forms. Tailors’ communication style to effectively reach different audiences, including stakeholders, policymakers, and community members. Facilitates open and productive dialogue around policy issue.	E
Policy Acumen Demonstrates a deep understanding of policy development processes. Stays informed about current and emerging issues relevant to the organization’s mission. Analyses and interprets policy implications with accuracy and depth. Anticipates future challenges and opportunities in policy areas. Crafts innovative solutions to complex policy issues. Adjusts to changing policy landscapes and organizational priorities with agility	E
Research and Analysis Designs and conducts comprehensive research using a variety of methodologies. Critically evaluates data and research findings to inform policy decisions. Synthesizes complex information into clear, actionable insights.	E
Collaboration Fosters a collaborative environment that encourages input from all team members. Builds and maintains strong relationships with internal and external partners.	E

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

£40,000-£44,000 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 "Research, Design and Policy Lead" 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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