



RECRUITMENT PACK

The Phoenix Way-Development
Officer

Application Pack – Sept 2025

THE
UBELE
INITIATIVE



APPLICATION PACK – DEVELOPMENT OFFICER



Job Title:	Development Officer
Closing date:	10 th October 2025 17.00 GMT
Interviews	TBC
Reports to:	Programme Manager
Location:	Min 2 days per week based in North London office, remote working available for max 3 days a week
Pay:	£37,000-£40,000 full time, gross per annum
Type of Contract	One-year fixed term contract
Annual Leave Entitlement:	28 days' annual leave, including UK bank holidays.
Pension:	3% employer pension contribution on eligible earnings.

Background

The Phoenix Way (TPW) was originally established in May 2020 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 national and regional infrastructure through a model of shared leadership. TPW actively invests in these communities and empowers them make decisions about funding processes, priorities and allocations, as well as supporting the development of Black and racially minoritised organisations and individuals.

In 2020, working in collaboration with The Global Fund for Children (GFC), The Phoenix Way National Leadership Group (England) successfully distributed £2.4 millions 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, since 2022 the partners have been working in collaboration with the Youth Endowment Foundation (YEF), Fondation Chanel and Lloyds Bank Foundation to support the implementation of a new national grants programme targeted at Black and racially minoritised community groups across the UK. 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.

To date The Phoenix Way has made £6.5m in grants across 5 rounds to 138 organisations led by Black & racially minoritised communities.

The Phoenix Way is now entering a new and exciting phase. It has achieved its original ambition which was to establish a new legal entity through the recruitment a board of directors as well as securing an additional £50m investment from The National Lottery Community Fund (NLCF). This five-year investment will support new participatory grant making to Black and racially minoritised communities plus expand and deepen national and regional infrastructure support for our sector across England. This development is the most significant single direct investment into our communities in history. After more than five years, The Ubele Initiative will be stepping down from its National Convenor role to assume leadership for the development of London, South and East regions.

Over the coming months, TPW national and regional leaders will be recruiting experienced and dedicated people to help them to deliver on this ambitious agenda as it is expected that the NLCF investment will grow through securing funding from other foundations and trusts over the next few years.

About The Ubele Initiative

The Ubele Initiative was established in 2014 as an African Diaspora-led intergenerational social enterprise. In 2023 Ubele became a not-for-profit community interest company (CIC) and now has a turnover of £3m and a dedicated workforce team of almost 20 full time equivalent staff and a growing number of associates.

Our mission is helping to build more sustainable Black and racially minoritised communities across the UK. 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 do this by pursuing the objectives in our strategy, for which we have recently undertaken a review.

Commercially minded, creative, and innovative in approach, we develop and apply techniques and bespoke solutions that are based on research and community involvement, can be sustained locally, and that yield results.

We support 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.

We work closely with the private, public, and not-for-profit sectors including foundations and trusts, all who see benefit in and results from our involvement and our collaborative approach in pursuit of their objectives. This includes systems-change necessary within their areas of governance and in their connections with their communities to embed the required different ways of working.

In 2020 Ubele was appointed as national lead for The Phoenix Way convening the central team and providing strategic and operational leadership. However, over the next few months this will now change as part of the transition through a shift from central to regional leadership, Ubele will assume direct responsibility for the Greater London region and oversight of the development of two new regions i.e. South and East regions. As a result, Ubele will retain significant influence in the development of this next phase of the TPW.

This is an exciting time to join Ubele's team. Having recently moved into our new environmentally sustainable home at Wolves Lane Horticultural Centre where we will continue to pursue, and prepare to refresh, our 5-year strategy. The 3 ½ acre Horticultural Centre is leased from the council by Wolves Lane Consortium, of which Ubele is one of two steward-members. The move has heralded the start of a new phase in Ubele's journey by creating new opportunities to further our work both directly with communities as well as within our own staff team to create models and offer direct interventions the aim of which is to build community wealth.

You can find further information about us here: www.ubele.org

About The Role

We are seeking three Development Officers, two in London with their own strand of focus and one for the East region as a generalist. If you have a preference to which role you are applying for or if you would like to be considered for any of the three roles, please make this clear in your application.

- Development Officer London – Capability Building
- Development Officer London – Community and Network Development
- Development Officer East

The Development Officer is a key role in The Phoenix Way (TPW). It has a lead responsibility for strengthening organisational effectiveness and sustainability, enhancing the skills, knowledge, and resources of Black and racially minoritised voluntary and community-based organisations.

The Development Officers work will work closely with local community leaders and their staff, volunteers, and other stakeholders to assess needs, develop strategic plans, and implement capacity-building activities that promote growth, resilience, and optimal service delivery within the sector.

We are looking for exceptional candidates who can help developing staff capabilities, build strategic partnerships, and implement programmes that increase organisational capacity to achieve their outcomes. Strong communication, organisational, and interpersonal skills are essential for effectively facilitating change and empowering Black and racially minoritised community groups across TPW Greater London partnership.

Main duties and responsibilities

- Design and deliver capacity building programmes for TPW (Greater London) supported community organisations and groups.
- Conduct organisational assessments to identify capability gaps, development needs and opportunities.
- Lead on the development of training workshops on governance, strategic planning, financial management, and programme evaluation.
- Deliver tailored programmes of support and training to TPW organisations across the Greater London region.
- Develop and maintain partnerships with funding bodies, local governments and other public sector organisations, and sector networks.
- Contribute to the development of TPW across the Greater London region.
- Support grant writing and funding applications for capacity building initiatives.
- Contribute to the creation of resources, toolkits, and best practice guides for organisational development.
- Monitor and evaluate capacity building programmes to demonstrate impact and inform improvements.

General

- To attend and participate in internal and external meetings including London, South and East regions and Ubele 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.
- 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

- A significant level of not-for-profit sector experience in programme management, organisational development, or community development.
- Experience working with Black and racially minoritised communities and stakeholder groups.
- Track record in capacity building, training delivery, or consultancy work.
- Understanding of the national and local funding environment including grant writing and fundraising experience.
- Partnership development and network building experience.

Skills and Knowledge

Strategic and Analytical Skills

- Strategic thinking and planning capabilities.
- Programme design, implementation, and evaluation experience.
- Data analysis and reporting skills.
- Risk assessment and management.
- Systems thinking approach to organisational development.

Communication and Facilitation

- Excellent verbal and written communication skills.
- Group facilitation and workshop delivery experience.
- Public speaking and presentation abilities.
- Stakeholder engagement and relationship management.
- Ability to communicate with a diverse range of stakeholders.
- Conflict resolution and mediation skills.

Technical Expertise

- Grant writing and funding application experience.
- Financial management and budgeting knowledge.
- Understanding of governance structures and compliance requirements.
- Project management experience.
- Proficiency in Microsoft Office Suite.
- Knowledge of evaluation frameworks and impact measurement.

Attributes

- Strong interpersonal skills and emotional intelligence.
- Cultural sensitivity and awareness.
- Adaptability and resilience.
- Self-motivation and initiative.
- Commitment to social and racial justice.
- Ethical approach to professional practice.

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

£37,000-£40,000 full time, 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 a maximum of four A4 pages:

- What about this role attracted you to apply for it?
- Addressing each point in the person specification please address how your skills and experience, including transferable skills, mean that you would be a great candidate for the role.

Applications should be sent to recruitment@ubele.org with "TPW Development Officer" in the subject line. Applicants must be legally eligible to work in the UK.

Once we receive your application you will be sent a link to our diversity form which assists us in measuring the diversity within our recruitment processes. This form is voluntary, anonymous and confidential, only accessible by our HR team. The answers you give are in no way linked to your application and cannot be traced to your name.

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.

September 2025

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@ubeleinitiative

ubele.org

