



RECRUITMENT PACK

Research Assistant- Strategic Alliance
for Community Wealth Building

Application Pack October 2025

THE
UBELE
INITIATIVE



APPLICATION PACK – Research Assistant

Job title:	Research Assistant (Strategic Alliance for Community Wealth Building)
Hub:	Community Wealth Building
Reporting to:	Daniel Noruwa, Research and Policy Lead
Type of Contract:	One-year fixed term contract
Pay	£35,000 (Pro-rata)
Annual Leave Entitlement	28 days' annual leave, including UK bank holidays (pro-rata)
Pension	3% employer pension contribution on eligible earnings
Location:	Hybrid (Wolves Lane Centre)
Work pattern:	22.5 hours (3 days per week)
Closing date	17 th November 2025, 17:00 GMT

Overview

Social infrastructure refers to the physical spaces, facilities, and services that enable communities to thrive. This includes community centres, youth clubs, religious institutions, housing, parks, sports facilities, and larger institutions such as schools and medical centres.

Over the past few decades, this infrastructure, particularly those led by Black and racially minoritised people, has come under increased strain. This is due to a range of socio-economic developments, including austerity, privatisation of public services, and an increasingly complex grant-making sector.

The Strategic Alliance for Community Wealth Building was originally established in 2021. With a focus on supporting enterprise and asset development, the Alliance was created to bring together policy leaders, community groups, and infrastructure organisations to improve outcomes for Black and minoritised people and their respective communities. However, since 2021, the political landscape has changed significantly, and with it the challenges experienced by Black and racially minoritised organisations. This includes a growing climate crisis, Artificial Intelligence, and the ongoing housing shortage across the country. Therefore, a new forum is required to ensure Black and racially minoritised communities are not left behind.

About Us

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 workforce team of 30.

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 four strategic aims of our current 5-year strategy:

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

Main Duties and Responsibilities

- Facilitation of workshops including design and presentation of relevant materials, communicating complex ideas relating to community wealth building and engagement with all participants.
- During SA events the postholder will focus on collaboration with relevant stakeholders across the sector, including community leaders, thinkers, policy professionals, and other stakeholders committed to an equitable future.
- Support with the development of the Strategic Alliance's strategy, purpose, and long-term framework. Make sure that any ideas are captured and written into the work strands of the alliance, liaising closely with the Research and Policy Lead.
- Producing short briefs to inform discussion and debate within the Strategic Alliance for Community Wealth building meetings
- Delivery of reports informed by the content of the Strategic Alliance meetings.
- Organising meetings, workshops, events, and related research materials. This includes logistics, booking meeting spaces, sending invites and tracking responses, sending materials to participants, catering and refreshments. Some notetaking tasks may also be required.
- Offer support as above with other workstreams within the research and policy arm of community wealth building, including housing, climate, community asset development (Agbero), and the IVAR young researcher programme.

General Responsibilities

- 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

Essential

- Public speaking, presentations, comfort speaking to individuals of all levels
- Strong passion for working in/or exploring a career in research, policy, community development, or similar.
- Ability to analyse qualitative and quantitative data.
- Ability to communicate ideas clearly and succinctly to a variety of stakeholders.
- Demonstrated track record of working within teams to deliver projects or assignments.
- Good organisational skills, with confidence in managing own workloads and ability to prioritise effectively.

Desirable

- Knowledge of the voluntary and community sector, particularly in regards to Black and minoritised led organisations and influencers.
- Experience engaging in politics, particularly relating to community activism, economic development. This could be through your degree, internships, activism, or other forms of consistent engagement.
- Familiarity with working simultaneously on different types of productivity tools. This could include Google Drive, Microsoft Office, Trello, Asana, etc.

How to apply

To apply to the role, please submit a cover letter and CV to recruitment@ubele.org.

Applications will be reviewed on a rolling basis and will be closed once both roles are filled. If you meet our criteria, you will be invited to have a short discussion with a member of the team. We anticipate these discussions will be held on the w/c 17th November. We will onboard successful applicants on the w/c 1st December. If you have any questions on the role or application process, get in touch with Daniel Noruwa, Research and Policy Lead (daniel.noruwa@ubele.org).

Applications should be sent to recruitment@ubele.org with “Research Assistant – Strategic Alliance” in the subject line. Applicants must be legally eligible to work in the UK.

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

£35,000 full time equivalent gross per annum, pro-rated for 3 days per week

Weekly hours

22.5 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.

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.

Additional details

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

