



# RECRUITMENT PACK

Creative Coordinator

Application Pack – Dec 2025

THE  
UBELE  
INITIATIVE



## APPLICATION PACK –Creative Coordinator



<b>Job Title:</b>	Creative Coordinator
<b>Closing date:</b>	5 January 17.00 GMT
<b>Interviews</b>	12/13 January in person
<b>Reports to:</b>	Communications Lead
<b>Location:</b>	Min 2 days per week based in North London office, remote working available for max 3 days a week
<b>Pay:</b>	£37,000-40,000 full time, gross per annum
<b>Type of Contract</b>	One-year fixed term contract
<b>Annual Leave Entitlement:</b>	28 days' annual leave, including UK bank holidays.
<b>Pension:</b>	3% employer pension contribution on eligible earnings.

### 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.

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

### About The Role

This is a brand-new role and a great opportunity for the right candidate to share their passion and creativity in the social justice space. Ubele is looking to take our communications to the next level. As part of our strategy refresh and pending organisational restructure we are ready to welcome a new team member into this important and valued role.



This role will be responsible for creatively transcribing Ubele's stories into tangible and exciting content across a variety of mediums. Ubele's stories and those of the community are worth telling well and this role needs to work across a variety of stakeholders with differing levels of communications expertise to do it.

Creativity is one of the organisational values and storytelling is at the heart of Ubele's practice. Could you join us in translating that into an impressive communications offering?

## **Main duties and responsibilities**

### **Design & Branding**

- Provide design and creative support across all departments, ensuring that all visual materials align with our brand identity.
- Maintain and evolve the organisation's brand guidelines, ensuring consistency across all design assets, marketing materials, and sub-brands.
- Design high-quality graphics, digital assets, and printed materials for various projects, including reports, funding applications, presentations, newsletters, and promotional materials.
- Collaborate with internal teams to develop visual assets for campaigns, funding programmes, and stakeholder engagement.
- Oversee the design of event collateral, including signage, brochures, and digital event promotions.

### **Content Creation & Social Media**

- Support the Social Media Intern and Head of Communications by designing engaging social media content, including static posts, carousels, and infographics.
- Edit short-form content for social media platforms, ensuring that all designs are visually compelling, informative, and on-brand.
- Develop easy-to-use templates for social media and presentations to empower staff to create content independently while maintaining brand consistency.
- Stay up to date with digital trends, ensuring that our social media visuals remain fresh and relevant.

### **Photography & Multimedia**

- Act as the in-house photographer, capturing high-quality images at events, meetings, and key organisational activities.
- Edit and prepare photographs for use across digital and print platforms, ensuring a high standard of visual storytelling.
- Maintain a well-organised image library, making it easy for teams to access high-quality photography for marketing and communications.
- Support basic video editing for short clips used in social media, marketing, and stakeholder engagement (preferred but not essential).

### **Collaboration & Coordination**

- Work closely with the Head of Communications to plan and execute creative projects that align with the organisation's strategy.
- Liaise with freelancers and external agencies when necessary to ensure the delivery of high-quality design work.
- Ensure that all creative assets and design materials are stored, categorised, and easily accessible in a centralised digital library.
- Provide occasional design workshops or guidance to internal staff on maintaining brand consistency.

## **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

### Essential:

- Proven experience in communications, PR, or campaigns, ideally within the charity, community, or social justice sectors.
- Strong understanding of issues affecting Black and Global Majority communities in the UK.
- Excellent written and verbal communication skills, with the ability to craft compelling narratives across multiple platforms.
- Experience managing social media, press engagement, and digital campaigns.
- Ability to translate complex data and research into accessible, impactful content.
- Track record of stakeholder engagement, partnership working, and coalition-building.
- Creative and strategic thinker with the ability to manage multiple priorities and deadlines.

### Desirable:

- Experience in advocacy, influencing, or policy communications.
- Familiarity with the UK philanthropy and grant-making landscape.
- Skills in digital design, video, or multimedia content creation.
- Experience working with community-led organisations.

### 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](mailto:recruitment@ubele.org) with "Creative Coordinator" 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](mailto: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.

**December 2025**

# THE UBELE INITIATIVE



@ubeleinitiative

ubele.org

