



RECRUITMENT PACK

Programme Support
Application Pack - Jan 2026

THE
UBELE
INITIATIVE



APPLICATION PACK - PROGRAMME SUPPORT



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

Job Title:	Programme Support (The Phoenix Way, London and East)
Reporting to:	National Lead (The Phoenix Way)
Salary Range:	£32,000 gross per annum
Location:	Ubele offers a flexible hybrid working model; for this position you will be required to work two days per week in our designated London office in Wood Green, North London.
Work Pattern:	Full Time/ 5 days per week
Contract Type:	Fixed Term – 12 months
Closing Date:	21 January 2026, 17.00 GMT
Interviews	TBC

Background

The Phoenix Way (TPW) was established in May 2021 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 shared leadership which actively invests in these communities and empowers them make decisions about funding processes, priorities and allocations.

In 2021, working in collaboration with The Global Fund for Children (GFC), The Phoenix Way Leadership Group (England) successfully distributed £2.4 million 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, the partners are now 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.

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

About The Ubele Initiative

The Ubele Initiative CIC is a dynamic and mission-driven social enterprise committed to empowering and uplifting black and racially minoritised communities. Through innovative solutions and community-centric initiatives, we aim to foster positive social change and create opportunities for growth and development.

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 minoritized 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.

We support black and racially minoritized 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 minoritized community catalyst organisation for Greater London in February 2020 we now provide more strategic regional and national responses to help minimise the impact from the recovery of the Covid-19 pandemic. We have gone through a 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 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](#).

About The Role

The job holder is a key member of the team, providing support to the London, South and East Regional Lead and Senior Regional Programme Manager and Programme Manager in developing and managing the work of The Phoenix Way (TPW) and supporting the successful delivery of the programme.

Main duties and responsibilities

- Provides support to the London, South and East Regional Lead and Senior Regional Programme Manager and Programme Manager on agreed work strands which are part of TPW Development and Delivery Plans, including monitoring processes.
- Arranges meetings related to the work of TPW, including calendar support, driving agenda setting (with the National Lead and National Leadership Group), minute taking, producing actions logs and supporting the delivery of agreed actions.
- Organises in person away days, strategic meetings etc., including identifying and booking of venues and managing individual requirements.
- Organises travel and accommodation to support TPW, as required
- Supports the diary management of the National Lead and National Programme Manager.
- Manages internal and external enquiries, including TPW email inbox
- in conjunction with the National Lead and TPW Regional Communications Manager, contributing to the production of web, email and printed communications relating to London, South and East Regions.
- Liaises and communicating with external partners and stakeholders, as required
- Ensures the accurate recording of stakeholder and supporter contact information and other relevant programme information.
- Works with the finance team, maintain TPW support costs expenditure spreadsheets to support budget reviews and manage expenses relating to regional work.
- Maintenance of TPW archive files (data).
- Manages new employee onboarding and induction processes.
- Coordinates training for the regional Leadership Group and Regional teams, as required.

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.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post-holder.

Person Specification

Who we are looking for

- Self-motivated with an ability to effectively manage own workload.
- Pro-active and solutions-focused, with a 'can do' attitude.
- A team player who can anticipate and recognise when support is required.
- Demonstrates a keen interest in contributing to the work and success of the organisation.
- Able to work remotely from home.

Qualifications

- GCSE or equivalent passes at grade C/5 or above in English and Maths, or local equivalent or equivalent by experience.

Knowledge

- Knowledge of the requirements of providing general office administrative and clerical procedures that promote efficiency and effectiveness.
- Good verbal and written communication skills and numeracy skills, with strong attention to detail.
- Strong personal organisational skills, able to work independently; prioritising and managing own time and workload.
- Strong interpersonal skills and an ability to cultivate and maintain relationships with all stakeholders, including being able to work effectively across complex partnerships.

Experience

- Relevant experience of delivering high quality administrative support including general office administrative and clerical procedures that promote efficiency and effectiveness.
- Experience of using IT systems and databases, including Microsoft Office software.
- Experienced at diary management and organising meetings for senior managers with complex diaries.
- Experienced in agenda setting, taking minutes and following up on actions.
- Experience of supporting or working work with/for Black and racially minoritised communities.
- Experience of using a range of communications and project management tools.

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

£32,000 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 “**Programme Support**” in the subject line. Applicants must be legally eligible to work in the UK. The deadline for applications is **21 January 2026, 17.00 GMT**. Interviews will be shortly after.

After application you will be sent a link to our online diversity monitoring form, this form is anonymous and does not record your name, the responses are voluntary and are not attached to the application process but help us monitor the diversity statistics of our candidate pool as part of our broader diversity work.

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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