



WOOD GREEN, N22

FEBRUARY 2026

**RECRUITMENT
PACK**

PROJECT COORDINATOR



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- Job Title: Project Coordinator
- Closing date: 17.00 GMT 22nd March 2026
- Interviews: 30th March 2026
- Reports to: Programme Manager
- Location: Hybrid/Office based min 2 days per week Wood Green
- Pay: £38,000 gross per annum pro rata
- Part Time Equivalent: £30,400 gross per annum 30 hours per week
- Type of Contract: 1 year fixed term contract
- Annual Leave: 28 days including bank holidays
- Pension: 3% employer pension contribution on eligible earnings

About the Role

ABOUT BLACK ROOTZ

Black Rootz is Ubele's multigenerational growing project providing opportunities for Black and racially minoritised people to grow food for themselves, their families and their communities. Black Rootz was established in 2019 by a collective of Black growers in Haringey who recognised the need to organise to challenge the deep inequalities in the growing and food systems. Over the past seven years, Black Rootz has developed a holistic practice for Black and racially minoritised communities incorporating intergenerational knowledge transfer, increased access to land and food sovereignty, regenerative environmental practices and reduced food inequality.

ABOUT THE ROLE

The Project Coordinator will bring experience and energy to support the delivery and continued development of the project's core activities; the growth of organic, culturally appropriate food, the Community Growing Programme and our learning and events programming. The Project Coordinator role will report into the Assets and Enterprise Management Hub and be responsible for driving the key project activities that will enable Black Rootz to achieve its overall social, environmental, and operational ambitions, and ensuring that our growing and community leads, and our associate network, have the capacity and capabilities to make it happen.



The successful candidate will be central to the Black Rootz journey towards a more sustainable future by orchestrating what and how we deliver value to our community, balanced with establishing ethical revenue streams to become a self-supporting project.

The ideal candidate will be comfortable with the complex and holistic nature of Black Rootz and will be committed to its values. As a small team, the Project Coordinator will be as comfortable making plans and defining strategic direction as they are rolling their sleeves up and being hands on to support the team. While this is a fixed-term contract, we expect the role to be extended and grow over time.

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)

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.

Ubele supports 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.

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

JOB DESCRIPTION

Project Planning and Delivery

- Management of project plan for the delivery of agreed Black Rootz outcomes based on the agreed business or funder objectives.
- Support planning, resourcing and execution of learning experiences, community engagements or other initiatives delivered through the programme.

Project Governance

- Management of key risk and issues with escalation as appropriate
- Manage programme team meetings and progress reports as required
- Attendance at CWB Steering or other Ubele Forums as required
- Maintain project folder, standards and templates

Project Finance Management

- Budget tracking and monitoring (incl. reconciliation)
- Provide approvals for budget postings / invoices
- Manage programme purchases and revenue recognition as required
- Liaison with central Finance as required

Resource Management

- Management of core project resources to support the operations of the project
- Manage onboarding and engagement of associate workforce

Data & Reporting

- Managing processes for evaluation data collection
- Manage configuration and update of data tables e.g. Airtable updates for sign-ups, addition of new events,
- Manage or provide inputs for Project and Funder Reporting

Administration and Support

- Provide additional administrative support for Community & Learning and Growing teams as required
- Engagement with internal marketing / communication teams to provide promotional contents for newsletters and social media
- Monitoring of Black Rootz Mailbox

Other

- To attend and participate in internal and external meetings as required.
- 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.

Person Specification

Experience

- Having previously created/managed project plans and tracked and reported on their progress
- Demonstrable experience in the end to end project cycle
- Having previously taken responsibility for governance and risk activities
- Responsibility for a budget and a familiarity with budget processes, tracking, approvals and invoicing, procurement and anti fraud activities
- Onboarding new team members (staff or associates) and maintaining engagement with them
- Experienced in the gathering and reporting of monitoring and evaluation data including using data tables for event management
- Managing inputs for reporting
- Previously having experience drafting content for newsletters, social media or other external content.

Knowledge

- Project cycles and project management tools
- Governance requirements for funded projects
- Finance management processes and anti fraud and bribery processes and reporting
- Data collection processes and GRPR requirements and reporting norms

kills

- Working within diverse groups, appreciating different experiences people bring to the table
- Ability to work quickly, with autonomy at times, and with a high attention to detail.
- Juggling a varied and fast paced workload
- A delivery focused individual who supports others to do the same

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How to apply:

Instead of a traditional cover letter, please share your CV and answers to the following questions in a maximum of two 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 "Project 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.

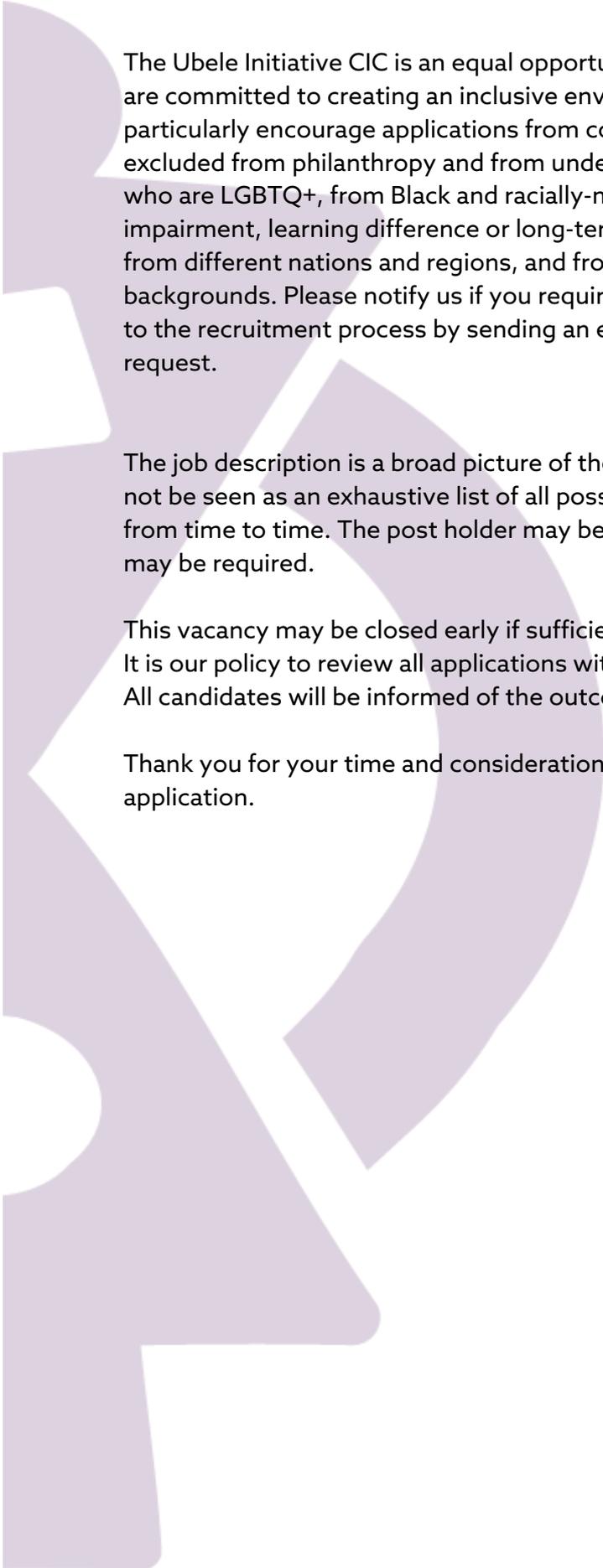
We can offer:

The Ubele Initiative fosters a caring intergenerational creative and flexible work environment that promotes collaboration, team wellbeing, respect, and professional development.

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.



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.

Thank you for your time and consideration and we look forward to receiving your application.

THE
UBELE 
INITIATIVE

@ubeleinitiative
<https://ubele.org/>