



# RECRUITMENT PACK

Community Outreach Development Workers  
February 2024

THE  
UBELE  
INITIATIVE



## APPLICATION PACK – AGBERO 2100

<b>Job Title:</b>	Community Outreach Development Workers
<b>Hub:</b>	Learning & Practice
<b>Reporting to:</b>	Learning Practice Partner
<b>Salary Range:</b>	£30,400
<b>Location:</b>	Ubele offers a flexible, hybrid working model for this position you will be required to work 3 days a week in one of our designated London offices.
<b>Work Pattern:</b>	4 days per week
<b>Contract Type</b>	Fixed Term for 1 year with a possibility of an extension.

### ABOUT UBELE

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 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](#).

## Purpose of the role guide

Our Learning & Practice Hub are seeking to develop a team of 3 Community Development Workers to join our Agbero2100 London programme. The Community Outreach Development Workers will work closely with our Agbero2100 Programme Manager, Learning Development Coordinator, and Programme Support Assistant.

## Learning and Practice Hub

As a member of the Ubele Learning and Practice Hub the postholder will attend Hub meetings and take on the core tasks central to the effective running of the team.

The ideal candidate will have experience working with diverse populations and a passion for supporting black and racially minoritized communities in creating resources for enterprise and community wealth. They will be responsible for developing and implementing community outreach programs, workshops, events as well as building relationships with community partners.

## Centre development

At the centre of this work will be the support and development of six Black led venues across the boroughs of Haringey, Lambeth, and Southwark. The 3 Community Outreach Development Workers will each have primary responsibility for maintaining effective relationships with four of the six centres. It is expected that the Community Development Workers will hold, develop, and guide the centres through a process of growth over the lifetime of the programme.

As well as specific responsibility for the work in each centre, the Community Outreach Development Workers will be responsible for developing a range of interventions across each of the boroughs, and for initiating and supporting London wide training events and activities.

## Borough wide engagement

The postholders will be required to engage with a wide range of black and racially minoritized led organisations over a one-year period. It will be the responsibility of the post holder to:

- Outreach to black and racially minoritized led communities, organisations, colleges, secondary schools, and local businesses.
- Develop and maintain relationships with our partners, key community members, including public officials, law enforcement, social service agencies, local businesses, schools, third sector organisations and others.
- Support our partners in outreach engagement activities focussed on expanding services for young people combined with new local integrated care partnerships.
- Serve as a liaison between the organization and the community, providing information about Ubele's programs, services, and resources.
- Plan and implement community outreach activities, such as community consultation events, and workshops.
- Support the Learning & Development Coordinator in recruiting participants for programs, workshops, and events, and follow up with them afterwards to gauge satisfaction identifying areas for improvement.
- As Community Development Worker you will have the responsibility of collating, analysing, and sharing both qualitative and quantitative data, on an ongoing basis, to measure and showcase the impact of your work to individuals fulfilling Ubele's 4 strategic aims.
- Collaborate with our Comms & Marketing Officer in developing marketing materials, such as flyers and posters, to promote community consultations, workshops, and borough events.

- Support the Learning & Practice Hub with outreach data for grant proposals to secure funding for community outreach initiatives.
- Working with our Business Systems Analyst in maintaining accurate records of all outreach activities, including number of attendees, program evaluations, and feedback from participants.
- Evaluate the effectiveness of outreach activities and make recommendations for improvements.
- Stay up to date on trends and developments in the field of community outreach.
- Attend conferences and training sessions to learn new techniques.
- Supervise and provide guidance to volunteers and interns working on community outreach projects.
- Perform administrative tasks, such as preparing reports and maintaining files.

(E - Essential, D - Desirable, I - Assessed at interview)

<b>Qualification</b>		
Bachelor's degree in youth/community, social work, sociology, psychology, or related field.	<b>D</b>	
We accept qualifications from college courses and independent certificates in youth, community, communications, or social studies.	<b>E</b>	
<b>Experience</b>		
3-5 years' experience in community outreach, social services, or a related field.	<b>E</b>	<b>I</b>
Have worked with Black, Racially Minoritized or other marginalised communities.	<b>E</b>	
Have worked with diverse communities and/or VCSE organisations.	<b>E</b>	<b>I</b>
Experience engaging with people with additional needs.	<b>D</b>	
Community engagement around the built environment planning and development process (with particular focus on community assets, enterprise.	<b>D</b>	
Outreach, comms and/or marketing experience.	<b>D</b>	<b>I</b>
<b>Skills</b>		
Demonstrable project management skills, able to plan and successfully deliver a variety of community workshops and events.	<b>E</b>	<b>I</b>
Excellent interpersonal skills, a strong networker and relationship builder.	<b>E</b>	<b>I</b>
Excellent written, verbal, and visual communication skills with the ability to engage a range of audience across multiple formats.	<b>E</b>	<b>I</b>
Confident public speaker and/or facilitator.	<b>E</b>	<b>I</b>
Confident generating insights from qualitative and quantitative data.	<b>E</b>	<b>I</b>
Proficient in using Microsoft 365 software or willing to learn.		<b>D</b>
<b>Knowledge</b>		
Knowledge of communities, VCSE organisations and networks across Haringey & Lambeth.	<b>D</b>	
Knowledge of Salesforce CRM platform.	<b>D</b>	
<b>Attributes</b>		

A deep passion for community development, social impact, and empowering individuals and communities to achieve self-sufficiency and sustainable growth.	E	I
A high level of cultural sensitivity and inclusivity, valuing diversity and fostering an inclusive environment that respects and embraces different perspectives and backgrounds within the community.	E	I
Ability to empathize with community members, actively listen to their concerns, and incorporate their feedback to inform program design and engagement strategies.	E	I
A collaborative and team-oriented approach, valuing teamwork and actively seeking opportunities to collaborate with colleagues and stakeholders for collective success.	E	I
Proactive in identifying community engagement opportunities, proposing ideas for improvement, and taking initiative to address challenges and drive the success of community outreach initiatives.	E	I
Resilient in facing challenges with the ability to adapt to changing circumstances, new information, and evolving community dynamics to maintain effective outreach efforts.	E	I
An advocate for the community's needs and aspirations, working passionately to represent their interests, voice concerns, driving positive change through collaborative initiatives.	E	I
Takes initiative and brings new solutions for engaging with the community, young people, and the public.	E	I
Organizes work to prevent overlaps or gaps in responsibilities.	E	I
Willing to attend Ubele team meetings, planning sessions, evening, and weekend events.	E	I

## BENEFITS

- Warm, welcoming, and inclusive workplace environment
- Intergenerational and creative team
- Ubele away days, annual retreat, local and international courses, learning sessions and social events.
- Opportunities for flexible working
- Access to our London based office space
- Opportunities to train in Mental Health First Aid.
- 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
- 20 days annual leave + UK bank holidays
- Employer contribution to your pension

*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.*

## HOW TO APPLY

Applicants are asked to submit a **CV and a one page supporting statement** covering the below points:

- Why you are interested in the role.
- How you meet the requirements set out in the person specification.

Applications should be submitted to [recruitment@ubele.org](mailto:recruitment@ubele.org).

**Closing date: 22<sup>nd</sup> March, 8:00pm.**

**Interviews are expected to be held w/c 1<sup>st</sup> April 2024.**

Please notify us if you require any reasonable adjustments to be made to the application process at the application of interview stage.

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. If you do not hear from us within three weeks following the closing date, then your application has not been successful on this occasion.

## DIVERSITY MONITORING

The Ubele Initiative are committed to eliminating discrimination encouraging diversity amongst our workforce. We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status, and disability.

To ensure our recruitment process is fair and equitable, we collect diversity data from applicants to our roles.

Please complete the attached Diversity Monitoring Form.

## DATA PROTECTION NOTE

Any personal data you provide (e.g., address, telephone number, employment history) will be used for recruitment purposes only, and only shared with individuals involved in the recruitment process.



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@ubeleinitiative

ubele.org

