



WOOD GREEN, N22

JUNE 2026

# RECRUITMENT PACK

**HEAD OF COMMUNICATIONS**



# HEAD OF COMMUNICATIONS

- Job Title: Head of Communications
- Organisation: Ubele Initiative C.I.C.
- Reports to: Chief Operating Officer
- Direct Reports: Creative Coordinator
- Salary: £42,000 gross per annum (FTE £52,500)
- Location: Hybrid, with a minimum of 3 days per week on site
- Hours: Part-time, 30 hours per week
- Contract: 12-month fixed-term contract
- Closing Date: 17.00 GMT, 19 July 2026

## ABOUT UBELE INITIATIVE C.I.C.

Ubele Initiative C.I.C. ("Ubele") is a leading African diaspora-led social enterprise working across the UK to strengthen communities, build organisational capacity, influence policy, and deliver sustainable social, economic, and environmental change.

With a turnover of approximately £3-4 million, Ubele delivers large-scale national programmes, community development initiatives, consultancy, training, capacity-building and enterprise support.

Ubele is now entering a new phase of organisational development. A strategy has been established and a programme of change is underway to strengthen systems, improve ways of working, and support long-term sustainability.

At the same time, the organisation is moving through a planned leadership transition, there is an immediate need for experienced leadership to maintain momentum and ensure continuity.

Ubele is therefore appointing a Chief Operating Officer to provide focused leadership during this period—supporting the organisation to embed change, strengthen operational effectiveness, and move into a more stable and consistent operating position.

## ABOUT THE ROLE

The Head of Communications has responsibility for Ubele's internal and external communications and digital activities in support of our strategic aims as well as oversight of communications across special projects.

Central to the Head of Communications' role is responsibility for:

- Leading on delivery of Ubele's Communications Strategy, public and internal communications with key audiences and stakeholders via various channels, especially Ubele's website, email communications, social media and printed materials.
- With support where needed, leading the delivery of a small number of annual and special events, working alongside colleagues and partners.
- A crucial part of the role is working successfully with external partners, special projects comms teams, contractors and consultants to deliver on our communications objectives.
- Reporting to the COO and working closely with other senior leaders across departments to fulfil Ubele's strategy.

## KEY RESPONSIBILITIES

General Responsibilities/duties:

- Oversight of all external communications activity relating to the work of the organisation, including websites, email newsletters and social media.
- Oversight and management of the Creative Coordinator to effectively boost engagement and grow the organisation's social media channels.
- Guide and support the strategy that manages the creative outputs of the organisation across all projects and interests.
- Managing the organisation's websites, ensuring content is correct and up to date, developing new webpages, functionalities and layouts as required, with support from an external website developer as needed.
- Working closely with the Hub leads and programme managers to publicise training opportunities, events, funding programmes, and wider Ubele activities across the organisation's communication channels.
- Leading on cross-organisation conversations and convening cross-organisational groups to develop and coordinate a pipeline of content for blogs and case studies.

- Working with Hub Leads and our external PR support team (where relevant) to produce press releases including drafting quotes on behalf of the Leadership Team and coordinating the sign-off processes.
- Dealing with inbound press enquiries and crisis management comms with relevant support.

#### Brand and marketing

- Ensuring consistent use of Ubele's brand across internal and external print and digital channels.
- Managing the design, print and distribution (as appropriate) of branded print and digital media, such as stationery, templates, invitations, leaflets and publications.
- Leading on brand guidelines, ensuring that they are adopted correctly across the organisation.
- Providing training and guidance to staff, teams and external partners on the correct use of the brand.
- Working with Hub leads and Creative Coordinator to manage sub-brands of Ubele projects and programmes and ensure that these are reflected in the organisation's brand guidelines.

#### Planning & Delivery

- Deliver the communications strategy which will be set ahead of each financial year in line with the organisation's wider strategic objectives by the organisation's Management Board and Hub leads.
- Lead and advise on the key narratives, the best modes of communication and how to best reach our target audiences.
- Provide advice and guidance on communications to the Leadership Team, including on crisis communications and reputational risk management with support of PR freelancers.
- Setting and managing a communications calendar, supporting external-facing activities across Ubele's work.
- Advise Ubele's senior leaders on how activities including leadership training, provision of funding, social investment programmes, and various events might be publicised and communicated.
- Participate in internal strategy meetings, including reporting on Communications at the monthly staff team and leadership team meetings and, where required, at the Management Board meeting.
- Maintain strong working relationships with key sector contacts, especially Communications Leads at partner organisations.

## Events

- Attend and/or coordinate Ubele's presence at external events (sometimes out of normal office hours) relating to ongoing relationships (e.g. GLA or sector events)
- Organise and/or support the delivery of special events as required
- Support Programme Managers as required to deliver events (both in-person and digital) leveraging our pool of freelance events support where necessary.
- Support teams with media enquiries, ensuring that relevant team members are supported in public speaking events.

## Line management

- Will be line managed by new Chief Operating Officer
- Oversee and manage the work of the Creative Coordinator
- Collaborate with the Lead Designer, our PR agency and our pool of freelance professionals.

## General

- Other tasks, commensurate with the post, that senior leadership may deem appropriate (including occasional support for work that cuts across other areas of Ubele's work).
- 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's internal policies and procedures are followed through in all areas of work. The postholder will treat as confidential any information that could be deemed personal, private or sensitive and will comply with the organisation's GDPR and safeguarding requirements.

# PERSON SPECIFICATION

## Experience

- Demonstrable experience in senior communications roles with responsibility for developing and delivering communications strategies.
- Managing internal and external communications across multiple channels, including websites, email marketing, social media, media relations and print publications.
- Creating and delivering high-quality communications campaigns that increase engagement with a range of audiences.
- Managing organisational websites using content management systems (CMS).
- Developing engaging written content for a variety of audiences, including press releases, newsletters, reports, web content and social media.
- Experience of managing organisational branding and ensuring consistent application of brand guidelines.
- Planning and promoting events through integrated communications activity.
- Working collaboratively with senior leaders to provide strategic communications advice.
- Experience of working within the voluntary, community, charity or social enterprise sector.
- Experience of communications within an organisation focused on racial equity, community development or social inclusion.
- Experience of working with diverse community stakeholders and underrepresented groups.

## Knowledge

- Strong understanding of communications planning, stakeholder engagement and audience development.
- Knowledge of digital communications, social media platforms, email marketing and website management.
- Understanding of media relations and reputation management.
- Knowledge of the policy and funding landscape affecting Black and minoritised communities in the UK.
- Knowledge of current communications trends and best practice across the voluntary, community or social enterprise sector.
- Understanding of equality, diversity and inclusion principles and how these influence communications practice.

## Skills and Abilities

- Excellent written communication skills with exceptional attention to detail and the ability to produce accurate, engaging copy.
- Excellent verbal communication and interpersonal skills, with the confidence to build relationships at all levels.
- Strong organisational and project management skills, with the ability to manage competing priorities and meet deadlines.
- Ability to think strategically while delivering operational communications activity.
- Strong analytical skills, with the ability to evaluate communications performance and use insight to improve outcomes.

- High level of IT literacy, including Microsoft 365 and communications platforms such as Mailchimp, Canva, WordPress (or similar CMS) and social media management tools.
- Ability to work independently, take initiative and exercise sound judgement.
- Commitment to maintaining confidentiality and handling sensitive information appropriately.

#### Personal Qualities

- Passion for community development, social justice and reducing inequalities.
- Collaborative, inclusive and relationship-focused approach.
- Creative, proactive and solutions-focused.
- Flexible and adaptable
- Strong commitment to Ubele Initiative's values and mission.

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## HOW TO APPLY

Please submit your CV and a supporting statement to [recruitment@ubele.org](mailto:recruitment@ubele.org). Applications close 19 July 2026, 17.00 GMT. 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.

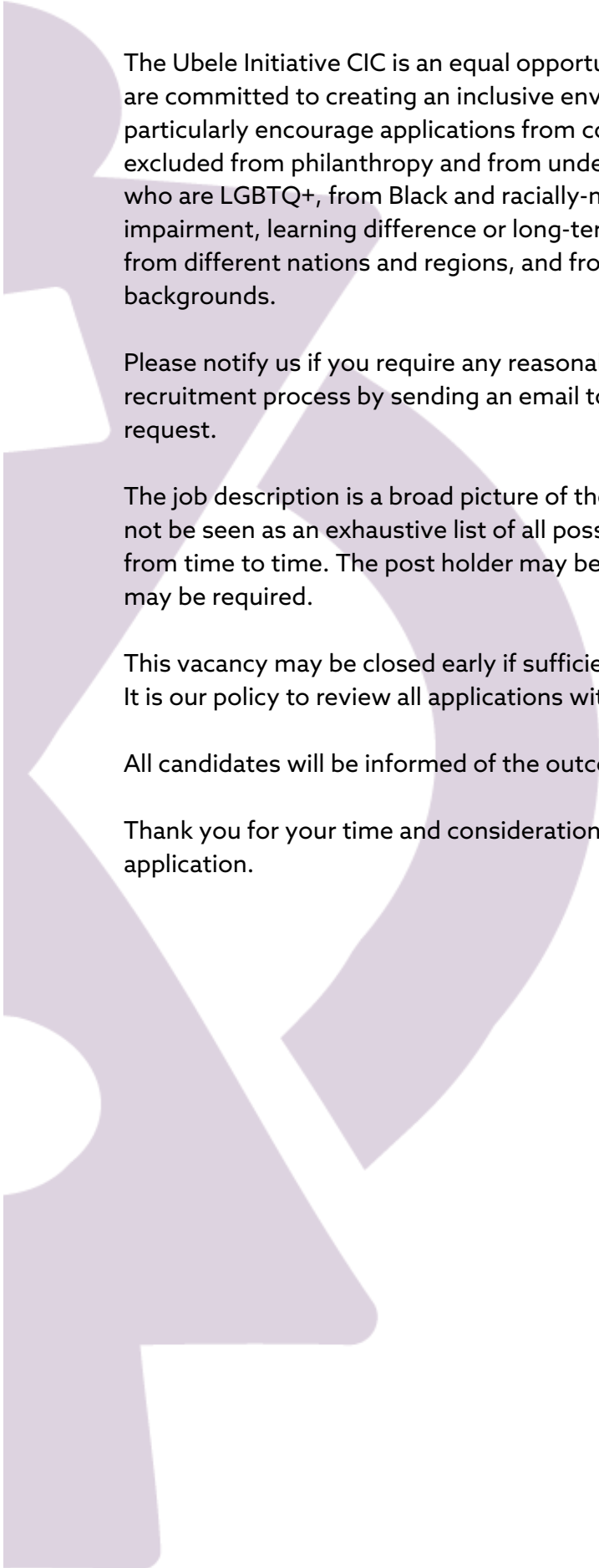
We can offer:

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](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.

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

**THE**  
**UBELE**   
**INITIATIVE**

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