

Black & Green Ambassadors for Bristol Programme 2020 – 2023



Ambassadors Coordinator Job Description

Freelance role with Ujima Radio

Start date: July 2020 End date: September 2023

55 x days over each 12-month period @ £158 per day

- Are you an organised and compassionate individual with a desire to help and empower others?
- Would you like to work with individuals, businesses, and diverse communities to support the next generation of leaders working towards a green and fair future for Bristol?
- Are you passionate about creating environmental change for your city and want to ensure that Black, Asian and Minority Ethnic voices are included in those conversations?

The **Black & Green Ambassadors Coordinator** may be the role for you!

About the Black & Green Ambassadors for Bristol Programme

This three-year programme, launching in September 2020, will support emerging leaders to work between diverse communities, businesses, other organisations and individuals on issues of environmental sustainability, equality, diversity and inclusion.

The programme will be delivered in partnership between Ujima Radio and Bristol Green Capital Partnership and will build on a successful pilot-project which began in 2016. Over three years, nine Ambassadors – representative of Bristol's Black, Asian and Minority Ethnic (BAME) communities – will be invited to take part in a leadership development programme, designed to support their wider engagement work and to help them to develop leadership skills, knowledge and confidence. The programme will involve mentorship, key skills training, and participation in key city forums, meetings and events.

As part of the programme, Ambassadors will be empowered to work independently and deliver a range of activities to engage communities and inspire bold and inclusive action. This will include workshops and research to bring people together, identify solutions and develop new projects. They will broadcast regular radio shows and deliver community engagement to celebrate grassroots projects, champion inclusive best practice and stimulate debate. Ambassadors will raise awareness of environmental justice issues and inequalities, open-up spaces for challenge and bring perspectives of diverse communities and inclusive approaches into decision and policy-making forums.

This programme is funded by the National Lottery Community Fund, with additional support from sponsorship and programme supporters.



About the Ambassadors Programme Coordinator role

The coordinator will play a crucial role in this project by delivering a tailored professional development programme for Ambassadors, whilst also providing day-to-day support and practical guidance to help Ambassadors deliver a wider programme of engagement activities including events, radio shows, workshops and research.

The coordinator will lead on recruiting Ambassadors and organising their leadership development programme – likely to involve reaching out to potential mentors, organising training and coaching sessions, and creating a structured plan to help Ambassadors set goals. The Coordinator will also act as a line manager to Ambassadors – helping them to develop, plan and prioritise their programme of activities and providing them with ongoing pastoral care.

The Coordinator will need to be comfortable working with and reaching out to individuals and organisations from diverse communities and from different sectors to engage them in the work of the Ambassadors – as collaborators, mentors, trainers, or participants. This will include focused engagement with Black, Asian and Minority Ethnic communities and with people and organisations from academia, business, local authorities, community and voluntary sectors. The coordinator will be supported by a representative from Ujima Radio Board of Directors and the project Steering Group, and they will work closely with a Project Manager from Bristol Green Capital Partnership CIC (BGCP).

Ujima is an Equal Opportunities employer and wishes to select the best possible candidate for the role of Ambassador Coordinator regardless of; race, including colour, nationality, ethnic or national origin, being married or in a civil partnership, pregnancy or maternity, religion or belief, sex, sexual orientation, age, gender reassignment, disability.

Working pattern and fees

The programme is scheduled to run for three years from September 2020, with the coordinator starting in post from July 2020 to allow planning and preparation time before the launch.

Each year we will offer a fee of £8,690, based on working 55 x days over a 12-month period. We expect this will be working approximately one day a week (including meetings attendance) with an additional 8 days for planning and recruitment. **For Year 1, we will ask the coordinator to work these 8 planning days in July and August before the project begins in September.**

Due to the nature of the project, which will respond to and be shaped by Ambassadors (potentially working different days of the week) and the communities they engage with, this post will require a high degree of flexibility in working patterns. For example, varying between working one day per week, half days, and flexible hours for meetings or events.

Apply

To apply for this role, please send a CV and a Covering Letter (no longer than 2 x sides of A4) and a completed Equalities Monitoring form to Ujimaoffice@gmail.com for the attention of Sandra Gordon.

Closing date for applications: 6pm on Wednesday 24 June.

Note: We are hosting an informal online workshop event on **Wednesday 17 June 2020 from 6 – 7.20pm** for anyone who would like to learn more about the role and the project. If you would like to attend this event, [please book your place here.](#)

Please note that attendance at the online event is not obligatory and it does not form part of the selection process.

If you have any questions about the role, please contact Sandra Gordon, Director at Ujima Radio CIC, to arrange an informal discussion via phone call: gordonsandra88@hotmail.com

Shortlisted candidates will be contacted before 1 July, and will be invited to attend an interview where they will be asked to give a short presentation.

Main Responsibilities & Duties

Leadership development programme

- Working alongside a Ujima Director representative and BGCP Project Manager, to facilitate the recruitment of 3 Ambassadors each year (including outreach and marketing of the opportunity)
- Providing line management and direct supervision of three Black & Green Ambassadors each year, including holding quarterly appraisals and reviewing progress
- Recruiting mentors and providing guidance and templates for Ambassadors to help them develop a personal and professional development plan
- Reaching out to potential partners and brokering opportunities for Ambassadors to connect with citizens and communities who are currently under-represented in the environmental sector, in particular from Black, African, Caribbean, Asian and Minority Ethnic communities
- Attend project meetings with partners at Bristol Green Capital Partnership and communicate progress with updates and written reports
- Facilitating a skills training programme to meet Ambassadors training needs, primarily resourced through in-kind offers from organisations supporting the project
- Liaise with Ujima with regards to any Ambassadors HR requirements

Supporting Ambassadors programme of activities

- Manage a modest budget for Ambassadors to deliver activities, research and events, including direct costs for workshops or communication materials.
- Liaise with Ujima production/technical staff regarding the monthly Ambassadors radio broadcasts
- Providing practical advice and guidance for Ambassadors as they plan and deliver their programme of activities, which may include: brokering contacts for Ambassadors to help them reach audiences, suggestions relevant venues, providing guidance on operational considerations such as communications, format, health and safety, evaluation and monitoring.

Person specification

Experience and Qualities

- Experience of supervising/managing people **OR** experience of coordinating a project, programme or service
- An interest and awareness of environmental issues
- An understanding of and a commitment to equality and inclusion

- A professional, organised and proactive approach to your work
- A non-judgemental and compassionate attitude
- Experience of working with a team or with external partners to deliver a project, programme or service

Skills & Abilities

- Good verbal and written communication skills
- IT skills - including being able to track and record information such as programme costs and evaluation and monitoring statistics
- Good listening skills
- A flexible approach to working patterns
- A willingness to adapt to changing needs and environments
- Problem-solving skills
- Excellent interpersonal skills and the ability to develop effective relationships with others
- Able to work collaboratively
- Able to inspire and motivate others
- Able to manage your own time, plan and prioritise workload and work using their own initiative

Desirable, but not essential

- Experience in community engagement or development, and be able to demonstrate the ability to use a range of approaches to communicate and engage audiences
- Ability to communicate through social media
- Experience of working with people or organisations from across voluntary & community, public, business and third sectors

Further Details

Place of Work: Ujima will provide a base for the coordinator to work from, although due to current circumstances there is no guarantee of a working location so the post holder must be able to work independently. We will provide a laptop to enable remote working for the duration of the project.

Covid-19: We are committed to the wellbeing and safety of our staff and communities and will do everything we can to ensure this in all elements of this programme. This will include supporting staff to adapt programme activities to be in line with social distancing requirements and maintaining regular contact throughout the programme to address any challenges that arise.

About Ujima Radio CIC

Ujima Radio CIC is Bristol’s leading Black, Asian & Minority Ethnic broadcaster. Founded in 2008, and National Diversity Award 2015 winners, it is volunteer-led and delivers a diverse programme of radio broadcasts, events and training. Ujima engages people from BAME communities and equips them with skills to become more valued and more economically active in the city’s thriving industries, including the environmental sustainability and creative sectors. Ujima demonstrates a strong track record of working with communities on diversity issues, inclusion and the environmental agenda, including a citizen journalism project on air quality and transport issues in St Pauls and Easton areas of the city in 2012. Over the last seven years Ujima Radio has successfully delivered a number of projects to engage communities and challenge perceived thinking around environmental issues, from creating green citizen journalists to a year of activity during Bristol European Green Capital 2015 and the Green & Black Ambassadors Pilot Project.

Working in partnership with Bristol Green Capital Partnership, a network of over 950 member organisations committed to working towards the shared vision of an environmentally sustainable city with a high quality of life for all. The Partnership brings together community and voluntary groups with public sector organisations, businesses and academia; experts and campaigners; area associations, friends of parks groups, reuse groups, faith groups and groups focusing on themes like energy, food, nature, resources and transport.

Project Delivery Structure

