

## Black & Green Ambassadors for Bristol Programme 2020 – 2023



### B&G Ambassadors Coordinator Job Description

Freelance role with Ujima Radio CIC

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!

#### What is the Black & Green Ambassadors programme?

The Black & Green Ambassadors for Bristol is a three-year programme that will recruit, mentor and support nine emerging leaders - representative of Bristol's Black, Asian and Minority Ethnic (BAME) communities - to work between diverse communities, businesses, other organisations and individuals on issues of equality, diversity, inclusion and the environment.

#### About the 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 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.**

Fee of £8,690, based on working 55 x days over a 12-month period (approximately one day a week). We are open to a flexible approach to working hours provided the coordinator can meet the requirements of the role and ensure regular contact with Ambassadors.



## More information

- [Please download the full job description and person specification to learn more about the role.](#)
- **Please include a completed equalities monitoring form with your application – download here in [Word](#) or [PDF](#) format**

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](mailto:Ujimaoffice@gmail.com) for the attention of Sandra Gordon.

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

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](mailto:gordonsandra88@hotmail.com)

## Online workshop for applicants

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.

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.

