

West London Ubuntu Round Tables Project: Role Descriptions

10/04/2019

Background

As can be seen from the description of the West London Ubuntu Round Tables Project ("the Project"), this project is a [high impact initiative, using the concept of Ubuntu to be a significant contributor to the improvement of understanding between people living in each of three communities in West London. The specific focus of the roundtables will be tailored according to the local needs of the individual communities but is likely to include sensitive issues which may provoke different reactions from the people taking part in the roundtables.]

Reporting

Based on their previous experience running other roundtables, the Project is a joint initiative by The Tutu Foundation (UK) and Youth Futures who have formed a partnership board to run this Project (the "Partnership Board"). The Project is a core focus of both organisations who are committed to its success, using experience from the previous roundtables and the skills of the Project Leader, the Apprentice Project Leaders and the wider team to develop an evolving best practice for leading future roundtables.

The Project Leader will report to the Partnership Board. The Partnership Board will have overall management responsibility for the Project on behalf of Youth Futures and the Tutu Foundation UK.

The role of Project Leader is pivotal to the success of this project. The Project Leader must lead, manage and ultimately deliver the project. Details of the role are set out below.

As well as having the support and commitment of the Partnership Board, the Project Leader will be supported by two Apprentice Project Leaders who will report to the Project Leader. These Apprentice Project Leaders are likely to have an intimate knowledge of the project and be heavily invested in it. They do not have the experience necessary to run it. The Project Leader can draw on their experience, use their energy and many skills, and support them as they learn about Project Leadership. Thus the role of Project Leader on this project highlights the part of leadership that is teaching and mentoring. The Apprentice Project Leaders are there to support and learn from the Project Leader. These roles highlight the apprentice as student, someone who is learning through doing.

The two role descriptions of Project Leader and Apprentice Project Leaders refer to each other and should be read in conjunction with each other in order to fully understand both roles.

The Tutu Foundation UK – Youth Futures Partnership Ubuntu round Tables Project

Contact: ben.slee@tutufoundationuk.org or joseph@youthfutures.org.uk

Time commitment guide:

The Project Leader will need to be able to provide their services flexibly, including in the evening and possibly at weekends. The overall time commitment is likely to be 3 – 4 days per week although this may vary. We will discuss this in more detail during the interview process.

Application process

If you would like to apply for this role then please email Ben Slee or Joseph Duncan with

1. Your CV of no more than 4 A4 pages
2. A short explanation of why you would be suitable for this role in no more than 500 words (1 side of A4)

Submissions will be considered and shortlisted before shortlisted candidates are invited for an interview.

Closing dates for submissions is Sunday 28th of April (i.e. before Monday 29th).

Email addresses:

ben.slee@tutufoundationuk.org

joseph@youthfutures.org.uk

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Project Leader Experience:

We are looking for a Project Leader who has experience:

- Working with young people from disadvantaged backgrounds and with youth leadership.
- Working in conflict resolution and mediation.

Role descriptions	Project leader	Apprentice Project Leaders
<p>Role</p>	<p>The Project Leader's role is to coordinate the delivery the Ubuntu Round Tables Project in West London, lead the team of dedicated young facilitators and enable problems to be resolved.</p> <p>The Project Leader must be able to work independently and flexibly with initiative.</p> <p>The Project Leader must be able to use all the expertise and knowledge held within the team.</p> <p>The Project Leader will lead a project team consisting of</p> <ul style="list-style-type: none"> • 2 Apprentice Project Leaders • Lead Facilitators • Other facilitators • Role Play Facilitators • "Scribes" (young people learning about facilitation and recording what happens during the Ubuntu Round Table sessions) 	<p>The Apprentice Project Leaders will support and provide advice to the Project Leader in their role leading and coordinating the project.</p> <p>The Apprentice Project Leaders will report to the Project Leader. The Apprentice Project Leaders will be invited to take part in Project Management meetings with the Project Leader and the Partnership Board.</p>
<p>Fees</p>	<p>The Project Leader will agree a fixed fee with the Partnership Board for the project. The Project Leader</p>	<p>The Apprentice Project Leaders will agree a fixed fee with the Partnership Board for the project. The</p>

Role descriptions	Project leader	Apprentice Project Leaders
	will be engaged by Youth Futures as an independent contractor and will submit invoices for their services to Youth Futures.	Apprentice Project Leaders will be engaged by Youth Futures as independent contractors and will submit invoices for their services to Youth Futures.
Reporting	The Project Leader will report to the Tutu Foundation/Youth Futures Partnership Board at regular meetings either in person or via video or telephone conferencing.	The Apprentice Project Leader will report to the Project Leader on a day to day basis.
Management	The Project Leader will be responsible for: <ul style="list-style-type: none"> • Handling logistics of people and facilities • Ensuring all facilities are in place • Organising the delivery team • Ensuring that all participants are engaged • Managing expectations • Managing the administration of the evaluation system to make sure that we collect the appropriate data from each session and group 	The responsibilities of the Apprentice Project Leaders will be agreed with the Project Leader. The Partnership Board will support the Project Leader in developing this role. <p>Areas of responsibility that will be developed are:</p> <ul style="list-style-type: none"> • Engagement with the Police • Engagement with Youth Groups • Coordination of facilities • Coordination of the delivery team for individual Ubuntu Round Table sessions • Managing the administration of the evaluation system to make sure that we collect the appropriate data from each session and group
Leadership	The Project leader will be able to: <ul style="list-style-type: none"> • Lead teams of people associated with the project • Inspire others by example. Maintain high standards in all areas 	The Apprentice Project Leaders will demonstrate burgeoning leadership skills and a desire to learn from an experienced Project Leader. <p>These skills will include, but are not limited to:</p>

Role descriptions	Project leader	Apprentice Project Leaders
	<ul style="list-style-type: none"> • Be prepared to push themselves and to lead others to maintain those standards • Fulfil or exceed expectations • Support and mentor the members of the team in the team to develop and grow as individuals and in their own project leadership capability • Delegate clearly and efficiently and monitor progress 	<ul style="list-style-type: none"> • Leading teams of people associated with the project • Being prepared to push themselves to maintain high standards • Supporting and mentoring the members of the team in the team to develop and grow as individuals and skills relevant to the project
Communication	<p>Must be an excellent communicator, with the ability to lead others and maintain their confidence. Good verbal presentation skills required with the ability to articulate complex ideas and information simply and directly. Leading the teams internally, and communicating effectively with the world outside (Police, Politicians, media, professional bodies, etc.) Should be sensitive to the long and short term needs of the Project which requires excellent understanding of beneficiaries' needs and perceptions.</p>	<p>Must be a good communicator.</p> <p>The Apprentice Project Leader will need to be able to communicate effectively and sensitively with team members and with the world outside (Police, Politicians, media, professional bodies, etc.).</p> <p>The Apprentice Project Leaders should be sensitive to the long and short term needs of the Project – which requires excellent understanding of beneficiaries' needs, perceptions and an ability to maintain their confidence. They will be good listeners and know how to develop trust.</p>
Communication (continued)	<p>The Project Leader will:</p> <ul style="list-style-type: none"> • Have good verbal and written communication skills • Be sensitive to and demonstrate an ability to understand the needs and perceptions of all involved in the Project • Be sensitive to and demonstrate an ability to understand the needs and perceptions of 	<p>The Apprentice Project Leaders will have an understanding of Social Media and how it can be used to</p> <ul style="list-style-type: none"> • Support the delivery of the project • Support the promotion of both the project, TFUK, YF and the TFUK-YF partnership.

Role descriptions	Project leader	Apprentice Project Leaders
	<p>the team they are leading and who have invested so much of themselves in this project.</p> <ul style="list-style-type: none"> Support, encourage and mentor those team members in their communication. <p>The Project Leader will have an understanding of Social Media and how it can be used to</p> <ul style="list-style-type: none"> Support the delivery of the project Support the promotion of both the project, TFUK, YF and the TFUK-YF partnership. 	
Marketing and fund raising	The Project Leader will need to work with both the Tutu Foundation UK and Youth Futures to support the marketing and fundraising activities associated with this project and its development.	The Apprentice Project Leaders will need to work with both the Tutu Foundation UK and Youth Futures to support the marketing and fundraising activities associated with this project and its development.
Special skills	<p>Above all, the Project Leader will be resourceful, proactive and energetic.</p> <p>The Project Leader will have a particular interest in developing and promoting alternative and progressive methods of resolving conflict through inclusion and empowering people to solve problems within their communities.</p> <p>The Project Leader will have an understanding of the principals of Ubuntu, its origins and how it can be</p>	<p>Above all the Apprentice Project Leaders will be resourceful, proactive and energetic.</p> <p>They will demonstrate a strong understanding and affinity for the project.</p> <p>They will have experience supporting youth led engagement projects in emotionally complex environments.</p> <p>They will demonstrate a desire to learn from others and from engaging in the leadership of the project.</p>

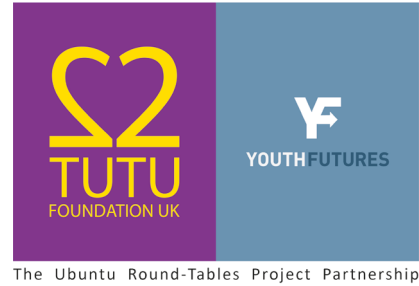
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	<p>used to support disenfranchised communities and the police build trust and respect for each other.</p> <p>The Project Leader will have an understanding of and experience leading community youth-led engagement projects, ideally projects that engage with institutions such as the police.</p> <p>The Project Leader will demonstrate an understanding and sensitivity towards the complexities and subtleties that are embedded in this project.</p>	<p>They will demonstrate a desire to work under an experienced Project Leader and an understanding of the limits and opportunities the role of Apprentice Project Leader offers them.</p>
<p>Technical</p>	<p>The Project Leader will be familiar with Microsoft Office and, in particular, Word and Excel. Familiarity with Adobe Photoshop, Adobe InDesign and Web design software will be an advantage.</p>	<p>The Apprentice Project Leaders will be familiar with Microsoft Office and, in particular, Word and Excel. Familiarity with Adobe Photoshop, Adobe InDesign and Web design software will be an advantage.</p>
<p>Contractual/legal</p>	<p>The Project Leader will understand the contractual responsibilities of TFUK and YF to its partner organisations and those who participate in activities the Partnership Board organises.</p> <p>The Project Leader will be responsible for ensuring the interests of our partners and beneficiaries are protected and that TFUK's and YF's interests are protected by use of appropriate policies.</p> <p>The Project Leader will understand TFUK/YF's responsibilities to its contractors.</p>	<p>The Apprentice Project Leaders will demonstrate a basic understanding of the contractual and legal framework within which the project is organised. In particular:</p> <ul style="list-style-type: none"> • The relationship with the Police and MOPAC • The differing responsibilities of TFUK and YF to MOPAC. • The responsibilities of TFUK and YF to each other under the Partnership Agreement.

Role descriptions	Project leader	Apprentice Project Leaders
		<ul style="list-style-type: none"> The responsibilities of TFUK and YF to the participants in the project
Financial	<p>The Project Leader will be responsible for monitoring the financial budgets of the project and reporting the project finances to the Partnership Board on a weekly basis and in meetings.</p> <p>The Project Leader will be responsible for collecting and verifying all receipts for expenses.</p> <p>The Project Leader will work with the Partnership Board to plan and manage the project budget.</p>	<p>The Apprentice Project Leaders may, at the discretion of the Project Leader, support the Project Leader in the administration of the Project Budget.</p>

MEMO



Project: Ubuntu Round Tables Project

Subject: Project Description

Date: 10th April 2019

The Ubuntu Round Tables Project brings disenfranchised young people and their local police officers together to build respect and understanding and so reduce Police-Youth antagonism and build the trust that underpins safety on our streets.

The project has been created through a powerful partnership between Youth Futures and the Tutu Foundation UK, and is born out of one young man's vision for change following a disrespectful and upsetting stop and search. The project creates a framework that enables local young people to invite their local Police Officers to engage with them in a discussion facilitated by other young people. The topics are chosen by the participants during a preparation process ensuring that they are locally relevant.

The Youth-Led philosophy that underpins the project recognises and works to mitigate the power imbalance that exists between the young people and the police to create the opportunity for all participants to talk openly and honestly

The project creates an environment that enables disaffected youth and police to be open to each other, with an aim of deepening understanding and respect both ways. Together they engage in exercises requiring frank speaking and respectful listening. The outcomes are tangible, for example when the police invited the young people to conduct a stop and search on themselves. The young people experienced the responsibility that goes along with power while the police put themselves in a vulnerable position.

This is, essentially, a community mediation project led by communities in different areas with the support of the Partnership. It is designed to enable the Police Officers to understand young people as real people, and to enable young people to appreciate and begin to trust the humans behind the police uniforms. The skills learnt and the experience of taking

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We work to prevent & resolve conflict, to help people build peaceful communities.

part are passed on to peers.

An essential part of the long term viability of this project is to train new young facilitators from the communities we work with so that the project is always led by young people who intuitively understand and can build trust in the communities they are working with.

The project provides formal, apprenticeship and informal training opportunities for young people to learn facilitation and leadership skills. We create opportunities for trainee facilitators to work with experienced facilitators. The Partnership creates a project management framework that specifically includes roles for apprentice project leaders and managers so that they can become accomplished project leaders themselves.

The project is building the capacity of the young participants to mediate in challenging situations, to help the police see the person behind the suspect, to help the young person see the human behind the police uniform, to begin to build mutual trust and respect in communities across London.

(447 words)

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