



Project Coordinator & BIPOC (Black, Indigenous, and People of Colour) and Racial Justice Strand Lead

Purpose of the role

- Lead development of the BIPOC and Racial Justice Strand of Ulex's programme.
- Coordinate & administer funding projects.
- Write funding proposals in collaboration with the team.

Who we are looking for?

This role combines 1d/w on the BIPOC and Racial Justice (BIPOC-RJ) Strand and 3d/w on project coordination. We are looking for somebody who has experience in organising within social movements or campaigning for structural change (ideally in racial justice movements) to take the lead developing our BIPOC-RJ strand of work. This should also be someone willing to immerse themselves into the administrative and coordination maze of grant management, which enables us to offer our training work for free to activists across Europe.

We would love for the person to become a long-term team member. For people aiming to work with us for the "short-term", we envisage a minimum of 2 year commitment as our experience shows that it takes 6-12 months to fully land in the team. We will have a "probation" period for 1 year, and hold regular reviews with you to assess how it is going.

We believe life experience and skills are transversal, as long as you have a learning mindset and enjoy taking on challenges. So, please don't hesitate to apply if you think you would be able to achieve the initial objectives and key results, even if you haven't done this kind of work before.

Initial objectives and key results

1. Take on Project Coordination responsibilities (3d/w). You will use your coordination and communication skills to contribute to all stages of funding management: generating and maintaining relationships with partner organisations, developing funding proposals, supporting partners with contracts, guiding participants through paperwork with good spirits and warmth even if you're doing it for the 50th time, navigating a wide range of spreadsheets, writing project reports... There are times in the year (particularly funding deadlines) where there'll be a higher workload, and ideally you would be able to work flexibly around this.

2. Take a lead on the development of our BIPOC-RJ strand of work (1d/w). You will take a lead in developing this emerging strand of work in collaboration with our Programming Circle. You should be someone who enjoys balancing out autonomy and initiative with aligning to a broader organisational perspective. You'll use your visioning skills to design realistic goals and will be organised and effective in coordinating the work required to reach them.

3. Coordinate the design and delivery of a growing series of BIPOC specific training events for and by BIPOC activists and educators. We want the BIPOC-RJ strand to be a dynamic and powerful part of our programme. We know this will take time so we definitely want to get started. By the end of 2022 we will have run residential and digital training as part of this strand and have begun development of other courses intended as regular elements in Ulex's annual programming. You will use your networking skills to reach out to talented and politically astute facilitators and collaborators that would be up for working with us long term; and you will coordinate with the programming circle to support them in training design and delivery.

4. Support the Ulex Project to meet the training and learning needs of BIPOC activists and networks. You will conduct needs assessments within the BIPOC social movements networks, so that our work remains responsive to the capacity building needs within those networks. You will develop the BIPOC-RJ strand taking into account all that you learn, and you will feed this learning to our organisation more widely.

Long-term objectives and key results

5. BIPOC activist training provision across Europe will be better resourced in terms of knowledge, competences and economic resources. You will use your networking and research skills to develop funding pathways to support long-term resourcing of this strand of work. You will also think strategically, ongoingly assessing learning needs and developing plans to address them. This will involve being creative and using long-term perspectives to develop the kind of learning formats and accompaniment projects that we might offer, in collaboration with the Strategy and Programming Circles.

You should not take this role if:

- Our organisational culture and values do not strongly resonate with you (see relevant section on the recruitment info page on the website);
- You're not passionate about ensuring that our resources and training work can support BIPOC-RJ organising in Europe;
- You're not actively connected to or haven't previously been involved with some of the groups and communities that this role would support;
- You can't respectfully manage and hold different perspectives and priorities;
- You have trouble being self-directed;
- You're not comfortable working as part of a team;
- You're disorganised and don't take personal responsibility or accountability;
- You can't retain confidentiality;
- You're not comfortable with digital tools;
- You're not willing to develop caring and supportive relationships with the people you work with;
- You have little interest in deepening your learning around oppression, discrimination, and active solidarity.