

JOB DESCRIPTION

Programmes Manager

Closing Date:	15 th May 2019 (4pm)
Interview Date:	24 th of May 2019
Contract Details:	Full-Time, 37hrs per week Fixed Term to 30 th June 2020 (funding dependant thereafter) £27,576-£30,037 per annum Based in Glasgow or Edinburgh

April 2019

Dear Applicant,

Programmes Manager,

Thank you for your interest in working for LGBT Youth Scotland. This role will play an important part in helping us work towards our vision that 'Scotland is the best place to grow up for lesbian, gay, bisexual, transgender and intersex young people.'

Our mission is to play a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing, and to be a valued and influential partner in LGBTI equality and human rights. We suggest that before you complete your application form that you visit our website at www.lgbtyouth.org.uk where you can view the many aspects of our work.

Our values are:

- ➔ To promote equality and human rights
- ➔ To take a community learning and development (CLD) approach
- ➔ To be reflective, accountable and ensure quality in what we do
- ➔ To be innovative and fun.

Our team is hard working, collaborative and enthusiastic about 'making a difference' in a respectful way to the lives of young people, their families and professionals around Scotland. We are very much committed to being a good employer and investing in our team.

LGBT Youth Scotland's activity is grouped into four themed internal areas of work (Youth Work and Community Development, National Programmes, Resources & Development and Operations). This role will sit within our National Programmes Team.

We look forward to receiving your application.

Cara Spence
Head of Programmes

Background Information

Conditions

- ➔ **Job Title:** Programmes Manager
- ➔ **Pay Grade:** £27,576-£30,037 per annum, dependent on experience
- ➔ **Duration:** Fixed term to 30th June 2020, funding dependent thereafter
- ➔ **Location:** Edinburgh or Glasgow, with travel around Scotland expected
- ➔ **Hours:** Full-time, 37hrs per week
- ➔ **Leave:** 37 days per annum, inclusive of 10 days over Christmas & New Year
- ➔ **Probation:** 6 months
- ➔ **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan

Who can apply?

If you think that you fit the job description and can deliver the remit, then we would like to hear from you. We encourage all sections of society to apply. We are committed to promoting human rights and the dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, age, race, disability, religion or belief and socio-economic status. We work to ensure that our services are accessible and young people's experience and outcomes are positive and that there is an inclusive working environment for all staff and volunteers.

As this post involves day to day management and supervision of staff that work with young people, you will be required to obtain PVG scheme membership through Disclosure Scotland if successful at interview. We will process this for you. Employment will be confirmed after successful completion of this and any other necessary checks including references.

How to apply:

Visit www.lgbtyouth.org.uk/jobs/vacancies and fill in the online application form for your chosen job. If you want to help us make LGBT Youth Scotland a diverse organisation then please also fill in the equal opportunities monitoring form which is kept separately from your application form and is not used as part of the short-listing process.

For more information or guidance on this position contact: helpdesk@lgbtyouth.org.uk

Please also get in touch if you need the application form in an alternative format including large print.



ROLE PROFILE

Role Title: Programmes Manager	Team: National Programmes Team
Salary: £27,576-£30,037 per annum, dependent on experience	Location: Glasgow or Edinburgh, with possible travel around Scotland
	Agreed by: Cara Spence, Head of Programmes
	Date: April 2019

<p>Core Purpose of the Role:</p> <ul style="list-style-type: none"> • Responsible for overseeing LGBT Youth Scotland’s key national programmes which seek to build the capacity of professionals and decision makers to meet the needs of LGBTI young people. • The role will focus on ensuring programmes are delivered to a high standard through effective project and people management. Key to this role will be the management and oversight of the LGBT Charter.
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<p>Principal Responsibilities:</p> <ul style="list-style-type: none"> • Oversee programme management of the LGBT Charter, managing sign-ups, update processes and ensure client management standards • Oversee LGBT Youth Scotland’s national programmes ensuring work is delivered to a high standard, on time, on target with measurable impact (note: see LGBT Youth Scotland’s website and the LGBT Domestic Abuse website for more information on national programmes) • Ensure national programmes are evaluated effectively and key achievements are celebrated through LGBT Youth Scotland’s communications functions • Ensure robust financial management of funded programmes; identifying new funding opportunities to sustain and develop the work of LGBT Youth Scotland • Effectively manage staff and volunteers to implement programme deliverables; supporting them to plan, perform and develop their skills and knowledge • Directly support LGBT Charter clients, delivering and developing bespoke training packages • Work closely with the Scottish Government and key decision makers, attending relevant meetings on behalf of LGBT Youth Scotland • Work in partnership with organisations, colleagues and young people, recognising their expertise and knowledge • Support the implementation and development of organisational priorities (outlined in LGBT Youth Scotland’s ‘Strategy for a Sustainable Future’ 2018 -2023), and other tasks as required
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<p>Key Priorities over the next 12 months:</p> <ul style="list-style-type: none"> • Oversight of the LGBT Charter programme, developing supporting resources for clients and staff • Identify methods to sustain and upscale the LGBT Charter working with the Leadership Team • Support staff member to maintain a new Youth Commission for LGBT care experienced young people • Identify consistent monitoring and evaluation methods for national youth programmes; ensuring findings are shared widely

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> ▪ Educated to degree level in a relevant subject ▪ More than five years' relevant experience 	<ul style="list-style-type: none"> ▪ Qualifications in a relevant discipline
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> ▪ Experience of effective people management ▪ Experience of project planning, development, management and evaluation ▪ Experience of effectively overseeing and managing budgets ▪ Experience of applying for funding in the voluntary/third sector or similar ▪ Experience of interacting and communicating effectively with a diverse range of professionals ▪ Experience of delivering training to professionals and/ or staff 	<ul style="list-style-type: none"> ▪ Experience of project leadership and financial management ▪ Knowledge and understanding of children's rights and human rights approaches ▪ Experience of working in the field of community learning and development, equality or human rights

Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> ▪ Excellent project management skills, including the ability to work with a number of outcomes and stakeholders ▪ Conscientious approach to meeting deadlines and to the delivery of work to meet the needs of young people and other stakeholders
Personal effectiveness	<ul style="list-style-type: none"> ▪ Excellent writing and communication skills ▪ Articulate and confident in working with a variety of stakeholders including wide range of professionals ▪ Ability to build effective relationships with young people, colleagues, external stakeholders and partners ▪ Excellent organisational skills
Young Person centred	<ul style="list-style-type: none"> ▪ Commitment to meaningful youth participation and engagement ▪ High level of awareness of the issues that can affect LGBTI young people's lives
Working practices	<ul style="list-style-type: none"> ▪ Ability to occasionally work flexible hours (including evenings and weekends) ▪ Commitment to individual rights, equality, and anti-discriminatory practice ▪ Ability to use relevant IT packages and new media