

# JOB DESCRIPTION

## Partnership Manager (West)

<b>Closing Date:</b>	30 <sup>th</sup> August 2019
<b>Interview Date:</b>	13 <sup>th</sup> September 2019
<b>Contract Details:</b>	<b>Full-Time</b> , 37hrs per week £27,576 - £30,037 per annum <b>Glasgow based</b> with operational responsibility for the West of Scotland

---

July 2019

Dear Applicant,

**Partnership Manager (West),**

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](http://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, National Programmes, Resources and Development and Operations). This role will support our Youth Work across the West of Scotland.

We look forward to receiving your application.

Nicola Booth

Head of Youth Work

## Background Information

### Conditions

- ➔ **Job Title:** Partnership Manager (West)
- ➔ **Pay Grade:** £27,576 - £30,037 per annum per annum
- ➔ **Location:** Glasgow, with travel around Scotland
- ➔ **Hours:** Full time, 37hrs per week
- ➔ **Leave:** 37 days per annum, inclusive of 10 days over Christmas & New Year
- ➔ **Team:** Youth Work
- ➔ **Probation:** 6 months
- ➔ **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan

### Who can apply?

We are committed to promoting human rights and the dignity of each human being, including equality of opportunity regardless 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 role involves either direct work with young people or the supervision of staff who work with young people, you will be required to obtain PVG scheme membership through Disclosure Scotland before an appointment can be confirmed. LGBT Youth Scotland will arrange this for you.

### How to apply:

Visit [www.lgbtyouth.org.uk/jobs/vacancies](http://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.



If you need the application form in an alternative format including large print then please e-mail [helpdesk@lgbtyouth.org.uk](mailto:helpdesk@lgbtyouth.org.uk).

**For more information/guidance on this position contact:**

➔ Nicola Booth Head of Youth Work [Nicola.booth@lgbtyouth.org.uk](mailto:Nicola.booth@lgbtyouth.org.uk)

## ROLE PROFILE

<b>Role Title: Partnership Manager (West)</b>		<b>Team: Youth Work</b>	
		<b>Location: Glasgow based with operational responsibility for the West of Scotland)</b>	
<b>Salary: £27,576 - £30,037 per annum</b>	<b>Hours: Full Time – 37 hours per week</b>	<b>Reports to: Head of Youth Work</b>	<b>Agreed by: Nicola Booth Date: July 2019</b>
<b>Core purpose of the role:</b>			
<p>To take responsibility for the effective management and sustainability of youth work and local services in the delivery of the LGBT Youth Scotland Strategic Framework; this includes the Strategic Plan and the Youth Work Strategy. To manage the delivery of this strategic framework within the area of operation leading on partnerships with community planning, public services and other stakeholders. Full line management responsibility for services and staff within remit, with a responsibility for the learning, development, participation and protection of young people.</p>			
<b>Principal Responsibilities:</b>			
<ul style="list-style-type: none"> <li>➔ Responsible for ensuring that outcomes for young people are met within the defined area of work</li> <li>➔ Accountability for agreements, contracts, statutory and regulatory expectations</li> <li>➔ Line management, learning and development responsibility to staff and volunteers within area of remit</li> <li>➔ Management of partnerships across all sectors within the defined area of work using key organisational products including the LGBT Charter of Rights, with specific remit for links to local community planning and other public service structures</li> <li>➔ The training and support of a portfolio of relevant clients as part of the delivery of the national LGBT Charter programme</li> <li>➔ To ensure the sustainability of the local services through the identification and pursuit of funding, with support from the Head of Youth Work</li> <li>➔ Will ensure implementation of LGBTYS policy and procedure, quality assurance and self-evaluation within services</li> <li>➔ Will ensure all budgets operate within organisational monitoring and reporting arrangements</li> <li>➔ Shared responsibility to co-deliver relevant national level work, and to represent the organisation externally at national events</li> <li>➔ To work with the Head of Youth Work and other colleagues in the development and sustainability of services and the wider organisation</li> <li>➔ Any other key pieces of work which might be deemed appropriate</li> </ul>			

**Responsible Standards:**

- ➔ To ensure that our work is of the highest possible quality and impact with young people
- ➔ To demonstrate exemplary leadership internally, and be recognised as good ambassadors externally
- ➔ To work in line with the principles, values and standards in community learning and development

## CANDIDATE SPECIFICATION

	Essential	Desirable
<b>Education &amp; Qualification</b>	<ul style="list-style-type: none"> <li>➔ Educated to degree level or equivalent experience in a relevant area</li> </ul>	<ul style="list-style-type: none"> <li>➔ Degree in Community Education, Social Work, Teaching or a similar discipline</li> </ul>
<b>Experience, Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>➔ Experience of providing line management and an understanding of good approaches to leadership</li> <li>➔ Project management skills, including the ability to work in complex settings with a number of outcomes, stakeholders and funders</li> <li>➔ Experience of working with young people or equivalent experience with vulnerable groups</li> <li>➔ Knowledge of equalities issues and the issues affecting LGBT young people</li> <li>➔ Experience of delivering training to a wide range of young people, adults and professionals</li> <li>➔ An applied understanding of the current context for community learning and development</li> <li>➔ Experience and proven track record in funding procurement</li> </ul>	<ul style="list-style-type: none"> <li>➔ Experience of project development and fundraising in the voluntary/third sector or similar</li> <li>➔ Experience of quality improvement</li> <li>➔ Experience of self-evaluation</li> <li>➔ Knowledge of approaches to community learning and development</li> <li>➔ Experience in designing training programmes</li> </ul>

Critical Personal Attributes	
<b>Delivering results</b>	<ul style="list-style-type: none"> <li>➔ Ability to focus staff and resources on the delivery of objectives and key outcomes</li> <li>➔ Ability to think strategically in relation to the sustainability of work in the voluntary/third sector</li> <li>➔ Creativity in managing a team of paid staff and volunteers</li> </ul>
<b>Personal effectiveness</b>	<ul style="list-style-type: none"> <li>➔ Articulate and confident in working with a variety of stakeholders and a wide range of professionals</li> <li>➔ Excellent writing and presentation skills</li> <li>➔ Excellent communication skills</li> <li>➔ Flexibility in approach and delivery of work</li> </ul>
<b>Person centred</b>	<ul style="list-style-type: none"> <li>➔ Confident dealing with young people and communities, and comfortable working with difficult situations</li> <li>➔ Ability to prioritise issues relating to child protection and the protection of vulnerable adults</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>➔ Shows leadership in their approach to work and management, in theory and in practice</li> <li>➔ Proactive in working towards service development and continuous performance improvement</li> <li>➔ A team worker who is able to express leadership outside their own area of responsibility</li> <li>➔ Confident to lead, mentor and induct new team members</li> </ul>