

JOB DESCRIPTION

Policy & Participation Officer



Closing Date	Monday 30th September
Interview Date	Tuesday 8th October
Contract Details	Full-time, 37hrs per week £24,173 - £26,762 per annum Glasgow or Edinburgh based with regular travel across Scotland Fixed term until June 2020 (funding dependent thereafter)

September 2019

Dear Applicant,

Policy & Participation Officer

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.

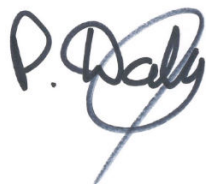
Our values are:

- ➔ 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, National Programmes, Resources and Development and Operations). This role will support our National Programmes Team.

We look forward to receiving your application.

A handwritten signature in black ink that reads 'P. Daly'.

Paul Daly
Senior Practitioner (Policy & Research)

Background Information

Conditions

- ➔ **Job Title:** Policy & Participation Officer
- ➔ **Pay Grade:** £24,713 - £26,762 per annum
- ➔ **Term:** Fixed term until June 2020 (funding dependant thereafter)
- ➔ **Location:** Glasgow or Edinburgh, with travel around Scotland
- ➔ **Hours:** Full time, 37hrs per week
- ➔ **Leave:** 35 days per annum, inclusive of 10 days over Christmas & New Year
- ➔ **Team:** National Programmes Team
- ➔ **Probation:** 6 months
- ➔ **Pension: are** 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 direct 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 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.

For more information/guidance on this position contact:

- ➔ Paul Daly, Senior Practitioner (Policy & Research) paul.daly@lgbtyouth.org.uk,
0141 552 394

ROLE PROFILE

Role Title: Policy & Participation Officer		Team: National Programmes Team	
		Location: Glasgow or Edinburgh, with travel across Scotland	
Salary: £24,173 - £26,762 per annum	Hours: Full Time, 37 hours per week	Reports to: Senior Practitioner (Policy & Research)	Agreed by: Head of Programmes Date: September 2019
Core purpose of the role:			
<ul style="list-style-type: none"> ➤ Responsible for LGBT young people’s participation and meaningful engagement in policy and research within a Scottish, UK wide and international context ➤ Ensuring that LGBT Youth Scotland’s direction and governance include LGBT young people’s direct involvement, working closely with the Board of Directors and the Leadership Team ➤ Develop and identify opportunities for LGBT young people to have their voices heard by decision makers and key national partners ➤ Create learning opportunities for LGBT young people to develop their leadership skills and learning for life and work 			
Principal Responsibilities:			
<ul style="list-style-type: none"> ➤ Respond to requests regarding LGBT young people’s participation, consultation and engagement, and identify opportunities for impact ➤ Develop and implement learning events and residentials for young people ➤ Provide 1-2-1 support for young people and provide opportunities for their work to be accredited ➤ Support young people to engage in relevant opportunities including the delivery of training, the development of resources and media content ➤ Contribute to the policy work of LGBT Youth Scotland, providing evidence from young people and writing relevant briefing papers 			

- ➔ Maintain and build links with key decision makers including liaising with Scottish Government, MSPs and local government
- ➔ Deliver training and support of a portfolio of clients as part of the delivery of our [LGBT Charter](#) programme
- ➔ Recruit, support and supervise volunteers to support the delivery of Youth Commissions and work with the Scottish Youth Parliament
- ➔ Contribute to key organisational priorities, outlined in LGBT Youth Scotland's '[Strategy for a Sustainable Future 2018-23](#)', and other tasks as required

Key Priorities:

1. Develop and deliver a [Youth Commission](#) with a focus on Gender Recognition using a co-production approach
2. Effectively support [Scottish Youth Parliament](#) representatives; attending relevant events and overseeing elections
3. Establish and maintain a Youth Reference Group to advise our Trustees, Chief Executive and Leadership Team

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> Educated to degree level or more than two years equivalent experience in a relevant area 	<ul style="list-style-type: none"> Degree in Politics, Community Education, teaching or a similar discipline
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> Experience of working with young people or providing effective support to vulnerable groups Experience in involving young people in the delivery and development of projects Experience of delivering workshops and training with and for young people Experience of working in partnership with organisations and with a diverse range of professionals Knowledge of 'youth participation' theory and 'co-production' practice 	<ul style="list-style-type: none"> Knowledge and understanding of the issues that affect the lives of LGBT young people Knowledge of children's rights or human rights approaches Experience of project development in the voluntary / third sector or similar Experience writing policy briefing papers and consultation responses Experience in supporting young people to engage and contribute to national policy Knowledge of approaches to community learning and development Knowledge and understanding of trans rights, and the Scottish Government's ongoing review of the Gender Recognition Act.

Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> ➔ Organised with a commitment to effective planning, delivery, monitoring and evaluation of projects ➔ Conscientious approach to meeting deadlines and to the delivery of work to meet the needs of young people and other stakeholders ➔ Ability to effectively record and manage sensitive information
Personal effectiveness	<ul style="list-style-type: none"> ➔ Articulate and confident in working with a variety of young people, stakeholders and a wide range of professionals ➔ Excellent writing and presentation skills ➔ Excellent communication skills ➔ Flexibility in approach and delivery of work
Young person centred	<ul style="list-style-type: none"> ➔ Awareness of and commitment to meaningful youth participation and / or co-production ➔ Awareness of the issues which can affect LGBT young people's lives ➔ Confident approach to working with young people ➔ Ability to work in an empathetic young person-centred way
Working practices	<ul style="list-style-type: none"> ➔ Ability to work flexible hours (including evenings and weekends) ➔ Commitment to individual rights, equality and anti-discriminatory practice ➔ Ability to maintain robust professional boundaries with young people ➔ Ability to use relevant IT packages and new media