

JOB DESCRIPTION

Youth & Community Development Officer (Forth Valley)

August 2020

Closing Date:	Friday 18 th September 2020 (4pm)
Interview Date:	Monday 12 th October (digital interviews)
Contract Details:	Part-Time, 30hrs per week £24,415 - £27,030 per annum (Pro Rata) Based Across Forth Valley

August 2020

Dear Applicant,

Youth & Community Development 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 youth work in the Central and North region (Stirling and Falkirk).

We look forward to receiving your application.

Nicola Booth

Head of Youth Work

Background Information

Conditions

- ➔ **Job Title:** Youth & Community Development Officer
- ➔ **Pay:** £24,173 - £26,762 per annum (pro rata)
- ➔ **Location:** Forth Valley, with occasional national travel
- ➔ **Hours:** Part-time, 30hrs per week
- ➔ **Leave:** 35 days per annum (pro rata), inclusive of 10 days over Christmas and 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 work with young people and direct 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.



Please e-mail helpdesk@lgbtyouth.org.uk if you need the application form in an alternative format including Word or large print.

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



ROLE PROFILE

Role Title: Youth & Community Development Officer	Team: Youth Work (Central and North) Location: Forth Valley
Salary: £24,415-£27,030 per annum (pro rata)	Agreed by: Nicola Booth Date: August 2020
Core Purpose of the Role: <ul style="list-style-type: none">➔ To deliver direct youth work to LGBT young people through youth leadership and group work programmes and through individual one to one support and key-working➔ To support clients on their LGBT Charter journey and provide relevant training to build the capacity of professionals➔ To work as part of the Youth Work Team to participate in events, training and community development activity➔ To work in partnership with key local stakeholders and to be responsible for the development of our work with LGBT people, groups and networks in Central and North	
Principal Responsibilities: <ul style="list-style-type: none">➔ To plan and facilitate group programmes, projects and events for and with young people➔ To deliver one to one opportunities for young people which focus on their learning and development➔ To develop and facilitate educational group work for and with young people➔ To supervise volunteers and sessional staff who support the youth work services➔ To record and evaluate the work using the appropriate methods and contribute to funding applications and reports.➔ To maintain a working knowledge of our own and other organisation's services in order to refer service users to the most appropriate opportunity➔ To raise the profile of LGBT work in the area by linking into networks and forums➔ To support LGBT people to have a voice in the area➔ To support clients through the LGBT Charter process and provide training to professionals; building their capacity to provide inclusive environments for LGBT people➔ To support local outreach programmes and educational group work in mainstream youth settings➔ To understand and abide by the policies of the organisation including Health and Safety, Equal Opportunities, Confidentiality, and Protection of Children and other vulnerable individuals➔ To attend team meetings, supervision and other meetings as required➔ To carry out such other duties as agreed with the organisation	

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> ➔ Educated to degree level in a relevant subject or relevant experience 	<ul style="list-style-type: none"> ➔ Degree in Community Education, Social Work, teaching or a similar discipline
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> ➔ Experience of supporting and working with young people ➔ Good knowledge and understanding of equalities issues and the issues affecting LGBT young people ➔ Group work experience 	<ul style="list-style-type: none"> ➔ Knowledge of other support services for young people in the area ➔ Experience of involving young people in projects as peer leaders and/or consulting with young people ➔ Experience of working with carers and parents ➔ Experience of delivering workshops ➔ Experience of supporting staff and volunteers ➔ Driving license

Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> ➔ Highly organised with a commitment to effective planning, delivery, monitoring and evaluation ➔ Conscientious approach to meeting deadlines and 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"> ➔ Ability to articulately and confidently communicate with young people, colleagues and external stakeholders ➔ Ability to build effective relationships with colleagues and external stakeholders ➔ Comfortable and able to work with difficult situations
Young Person centred	<ul style="list-style-type: none"> ➔ Awareness and commitment to meaningful youth participation ➔ Awareness of the issues which can affect LGBT young people's lives ➔ Ability to work in an empathetic young person-centred way and prioritise issues relating to safeguarding

Working practices

- ➔ 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 clients
- ➔ Ability to work remotely and use initiative