

## JOB DESCRIPTION

# LGBT Charter Development Officer

<b>Closing Date:</b>	Monday 12 <sup>th</sup> October <b>(12pm)</b>
<b>Interview Date:</b>	Wednesday 21 <sup>st</sup> October <b>(Digitally)</b>
<b>Contract Details:</b>	Full-Time, 37hrs per week £24,415 - £27,030 Permanent Based in Edinburgh
<b>Supported by:</b>	The City of Edinburgh Council

September 2020

Dear Applicant,

### **LGBT Charter 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 take 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.

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 post sits within the National Programmes Team and aligns with Outcome 2 and 3 of our '[Strategy for a Sustainable Future](#)': *to have a wider impact on LGBTI young people through inclusive education and productive partnerships.*

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. To find out more about our LGBT Charter programme you can view the brochure using the following link <https://lgbtyouth.org.uk/media/1579/lgbt-schools-charter-brochure-e-use.pdf>.

**This role is supported by the City of Edinburgh Council.**

We look forward to receiving your application.

Mhairi Crawford  
**Chief Executive**

## Role Information

### Conditions

- **Job Title:** LGBT Charter Development Officer
- **Pay:** £24,415 - £27,030 per annum
- **Location:** Edinburgh, with travel across Scotland as required (flexible working options available)
- **Hours:** Full-time, 37hrs per week
- **Leave:** 35 days per annum, 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.

The successful candidate will be required to obtain a basic disclosure through Disclosure Scotland (the costs of this will be covered by the Charity). Appointments will be confirmed on successful completion of the disclosure process, a right to work in the UK check and receipt of satisfactory references.

### 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.

Please e-mail [helpdesk@lgbtyouth.org.uk](mailto:helpdesk@lgbtyouth.org.uk) if you need the application form in an alternative format including large print or if you need any further information regarding this position.

## ROLE PROFILE

<b>Role Title:</b> LGBT Charter Development Officer (Edinburgh)	<b>Team:</b> National Programmes	<b>Location:</b> Based in Edinburgh
<b>Salary:</b> £24,415 - £27,030	<b>Reports to:</b> Programmes Manager	<b>Agreed by:</b> Head of Programmes <b>Date:</b> August 2020

### Core Purpose of the Role:

*Responsible for supporting innovation and improved practice across the LGBT Charter programme and building strong partnerships with schools and organisations within Edinburgh*

### Principal Responsibilities:

- Oversight of the implementation of the LGBT Schools Charter in Edinburgh, ensuring effective promotion and evaluation
- Supporting LGBT Schools Charter clients, developing resources and showcasing innovation and improved practice in LGBTI inclusive education
- Work in partnership with schools, education authority and the Scottish Government to deliver the LGBT Schools charter and identify and share improvements in practice
- Develop and deliver training supporting the Programmes Manager in the creation of innovative, long-term online training solutions as part of the LGBT Charter programme
- Work to ensure LGBTI young people are leading and participating in initiatives in school settings and that their voices are heard in the development of your work.
- Deliver work that supports the implementation of LGBT Youth Scotland's [‘Strategy for a Sustainable Future’](#)
- To understand and abide by the policies of the organisation including Health and Safety, Equality and Diversity, Data Protection, and the 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

### Key Priorities over the next 12 months:

- Promote the LGBT Schools Charter to schools across Edinburgh, securing sign-ups from at least 8 schools
- Support the development and delivery of online training packages for LGBT Charter clients
- Gather and share examples of promising practice in schools using the LGBT Youth Scotland website and relevant social media channels, deliver one shared practice event for schools across Edinburgh
- Develop resources to support schools in delivering an LGBT inclusive curriculum

## CANDIDATE SPECIFICATION

	Essential	Desirable
<b>Education &amp; Qualification</b>	<ul style="list-style-type: none"> <li>• Relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in Teaching or a similar discipline such as Community Education or Social Work</li> <li>• Vocational qualification in training</li> </ul>
<b>Experience, Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>• Excellent at communicating with a range of stakeholders using various mediums</li> <li>• Experience of effective partnership work</li> <li>• Experience of working with schools and education bodies</li> <li>• Good knowledge and understanding of equalities and the issues affecting LGBTI young people</li> <li>• Experience of developing and delivering training for professionals</li> <li>• Experience of evaluation and gathering evidence of impact</li> <li>• Experience developing resources for professionals</li> <li>• Experience delivering strong presentations and promoting programmes to potential partners</li> <li>• Competent with ICT tools and techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of LGBTI young people's experiences of education</li> <li>• Knowledge and understanding of human rights and children and young people's rights in Scotland</li> <li>• Experience of using and implementing improvement tools (such as the LGBT Charter)</li> <li>• Experience of working with children and young people</li> <li>• Knowledge of teaching and/or community learning (including youth work; adult learning and capacity building)</li> <li>• Experience of using Moodle or similar online learning platforms</li> </ul>

### Critical Personal Attributes

<b>Delivering results</b>	<ul style="list-style-type: none"> <li>• Highly organised with a commitment to effective planning, delivery, monitoring and evaluation of work</li> <li>• Highly motivated and able to champion equalities work and LGBTI inclusion</li> <li>• Conscientious approach to meeting deadlines and delivery of work to meet the needs of young people and other stakeholders</li> </ul>
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	<ul style="list-style-type: none"> <li>• Working with and utilising other colleagues and volunteers</li> </ul>
<b>Personal effectiveness</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral presentation skills</li> <li>• Ability to articulately and confidently communicate with others to convey key messages</li> <li>• Ability to build effective relationships with colleagues and external stakeholders</li> <li>• Comfortable and able to deal with challenging situations in a professional manner</li> </ul>
<b>Young Person centred</b>	<ul style="list-style-type: none"> <li>• Awareness and commitment to meaningful participation and inclusion of young people</li> <li>• Ability to prioritise issues relating to child protection and vulnerable adults work</li> <li>• Ability to work in an empathetic young person-centred way</li> </ul>
<b>Working practices</b>	<ul style="list-style-type: none"> <li>• Able and willing to travel across Scotland to deliver work</li> <li>• Ability to work flexible hours (including evenings) if necessary, with a time off in lieu (TOIL) system</li> <li>• Commitment to individual rights, equality, and anti-discriminatory practice</li> </ul>