

Senior Programmes Officer- Scotland

APPLICANT INFORMATION PACK



Introduction from the Chief Executive

Dear applicant,

I'm really excited to see that you're interested in working with us – welcome! Our aim is for equality and acceptance for LGBT+ people in the UK and worldwide - a world where everyone, everywhere is free to be themselves. If you want to join us in making that dream a reality, please read on. As our Senior Programmes Officer you will be responsible for supporting our relationships with key stakeholders, providing expert support and guidance, growing our Champions programme, developing and delivering our suite of professional and community empowerment programmes.

We've achieved many great things since we were founded in 1989, from securing legislation which allowed same-sex couples to marry, to the repeal of Section 28. But today, over thirty years later, our work feels more vital than ever. Our [research](#) shows that life for LGBT+ people is still tough – hate crime and discrimination remain commonplace at home, work, school, and in public. We've spent the summer battling against a rollback of trans rights, and lobbying the Government to commit to a long overdue reform of the [Gender Recognition Act](#). We also know that COVID-19 is having a [particularly acute impact](#) on LGBT+ people, many of whom have found themselves trapped in hostile home environments or cut off from support networks.

In our work with employers and LGBT+ partners in dozens of countries around the world we witness the repression, discrimination and violence that leads to lives of poverty, exclusion and hopelessness. We're proud to speak out when others can't and to use our influence to support change for LGBT+ people. And while we have many achievements under our belt, it's clear there's still a long way to go before we can consider our job done. We know we haven't always got things right, and there are some communities, including communities of colour, that we have failed to represent meaningfully in our work. We're committed to embedding anti-racism into the fabric of our organisation through our Race Equity project, which includes a series of training for all staff and trustees.

At Stonewall, we have a vibrant, dynamic community – we're a driven bunch of people who value each other and want to make a difference. Lots of our staff have a personal investment in the work we do, and many come from marginalised backgrounds. As Chief Executive, this diversity is one of the things I'm proudest of, along with how we support one another – in our teams, our network groups, and our friendships. I believe that this is a genuinely special place to work.

So please, if you're up for a challenge and you're committed to making life better for LGBT+ people, join us. I'd love to hear from you.



Nancy Kelley (she/her)
Stonewall Chief Executive

Who we are

Stonewall takes its name from the 1969 Stonewall uprising in New York, spearheaded by lesbians and trans women of colour including Marsha P Johnson, Sylvia Rivera and Stormé DeLarverie. While they are often at the forefront of social change, women of colour are rarely given due credit for their contribution to the contemporary LGBT+ movement. [This article](#) explores the history of Stonewall, Pride and LGBT+ rights in detail.

Stonewall in the UK was founded in 1989 by a group of people active in the struggle against Section 28, an offensive piece of legislation designed to prevent the so-called 'promotion' of homosexuality in schools. As well as stigmatising lesbian, gay and bi people, it galvanised the LGBT+ community. Stonewall subsequently put the case for equality on the mainstream political agenda by winning support within all the main political parties. In 2015, we became fully trans inclusive, following an extensive consultation with over 700 trans people which resulted in our '[A Vision for Change](#)' report.

Today, we are renowned for our campaigning and lobbying. Some major successes include: helping achieve the equalisation of the age of consent, lifting the ban on LGB people serving in the military, securing legislation which allowed same-sex couples to adopt, and helping to secure civil partnerships, same-sex marriage, and the repeal of Section 28. We also work with global partners to fight for positive change, whether that's through supporting grassroots campaigns or showcasing exemplary work by our [Top Global Employers](#).

We have a sector-leading Diversity Champions programme that equips workplaces to champion LGBT+ inclusion, and expert Empowerment and Education teams whose programmes and training deliver powerful change for workplaces, schools, communities and individuals. We also produce groundbreaking [research reports](#), such as our 'LGBT+ in Britain' series, and work with partners on projects such as [TRANSforming Futures](#) and [Out of the Margins](#).

If you're unsure about any of the terms used in this application pack, check out our [glossary](#).

Our values

At Stonewall we are committed to building an environment, in and outside the workplace, that values respect, diversity, and compassion. We **stand up for what we believe in**, we encourage one another to be **bold and passionate**, we **listen to and learn from** each other, and ultimately, our goal is to **transform and inspire**.



Our priorities

- **Empowering individuals:** we empower LGBT+ people to be their authentic selves so they can achieve their full potential, and we empower LGBT+ people and their allies to create positive change at work, home and in their communities.
- **Transforming institutions:** we work with institutions (including workplaces, schools, healthcare providers, sports organisations and religious institutions) to create inclusive cultures, and equip institutions as advocates and agents of positive change.
- **Changing hearts and minds:** we work to ensure that LGBT+ people can participate fully in society and are welcomed in all communities, and we work to broaden understanding and tackle discrimination within LGBT+ communities themselves.
- **Changing and protecting laws:** we work to ensure that laws and rights essential for LGBT+ equality are created, maintained, protected and defended, so that LGBT+ people have equal rights here and abroad.

Our behaviours

1. **We focus on people.** We treat others with respect and promote an environment where everyone can be themselves.
2. **We take responsibility.** We act with integrity. We are honest, reliable and trustworthy. We mean what we say and we honour our commitments.
3. **We communicate effectively.** We take the time to listen, as well as talk. We are aware of our ability to influence and use it positively to achieve our priorities.
4. **We build strong relationships.** We are professional and build strong, sustainable external relationships with stakeholders and communities.
5. **We step up as leaders.** We inspire, challenge and empower individuals to perform, develop and grow. We understand our responsibility as role models.



How we work

Our London office is in Farringdon, central London, and we also have offices in Cardiff, Edinburgh and Belfast. We pride ourselves on facilitating flexible working where possible. This includes the option to work from home, work remotely, work part time, or job share.

We work within a number of teams, including:

- **External affairs** (comprising our Comms, Policy and Research teams)
- **Fundraising and Development**
- **Programmes** (comprising our Community and Workplace engagement teams and our Empowerment team)
- **Education and Youth**
- **Global**
- **Stonewall Cymru**
- **Stonewall Scotland & Northern Ireland**
- **Operations** (comprising our HR, Finance, IT & Data, and Facilities teams)

Our benefits

We have a range of employee benefits, including:

Free health insurance

Interest-free loans on season tickets and annual travelcards

A tax-free cycle to work scheme

Family policies, including enhanced pay for those on parental leave

Death in service benefit of two times your salary

An Employee Assistance Program with a free, 24-hour support line

An extra day of annual leave on or around your birthday

Competitive annual leave and pension schemes



The Stonewall team

According to our 2019 staff survey:

- 92% of staff are proud to work for Stonewall
- 88% of staff enjoy working with the people at Stonewall
- 82% of staff said they enjoy what they do

According to our 2020 diversity survey:

- 54% of staff are women
- 9% of our staff are non-binary
- 15% of our staff are trans
- 17% of our staff are from Black, Asian and Minority Ethnic (BAME) communities
- 16% of our staff have an impairment, condition or disability
- 44% of our staff are gay/lesbian
- 27% of our staff are bi
- 14% of our staff are straight
- 5% of our staff are under the asexual/aromantic umbrella
- 70% of our staff were aged 34 and under
- 8% of our staff are over 45
- 21% of staff have a faith or belief

We're working hard to build a Stonewall team that reflects the communities we serve – we know diversity makes us stronger as an organisation and more effective in what we do. We will hold up our hands and say that we have not always got things right, and we are committed to making anti-racism a priority at Stonewall. As part of this, we are implementing a Race Equity programme with the aim of ensuring BAME/PoC staff thrive and have their talents nurtured, and to have a workplace where the proportion of BAME/PoC staff reflects the population of the cities in which our offices are based.

Our commitment to inclusion

Everyone benefits when people can bring their whole selves to work. Whether you're a volunteer, a prospective employee or a full-time member of staff, at Stonewall we want you to feel involved in all aspects of our work and to have amazing opportunities during your time with us – regardless of your background.

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave. In line with our commitments to race equity and trans inclusion, we particularly welcome applications from people who hold these identities.

We also have a number of staff network groups which provide peer support and safe spaces for members:

- Mental health and wellbeing staff network
- BAME/PoC staff network group
- Bi network group
- Trans staff network group
- Ace network group
- Faith and belief staff network group
- Accessibility forum
- Women and minority genders network group

In the past year, our networks have organised [Diaspora Showcase](#) and a Faith and Belief panel for Stonewall's staff away day, and entered Stonewall for Mind's [Workplace Wellbeing Index](#).

We strive for an environment where there's a zero-tolerance approach to discrimination, and we work hard to accommodate access needs.

Team and role description

Stonewall Scotland

Senior Programmes Officer: Role Description

Reporting to Head of Programmes - Scotland

Line Manages - N/A

Place of Work: Remote working initially but will require frequent travel to Edinburgh office in the future

Hours of Work: 35 hrs

Purpose of Role

At Stonewall, our vision is for a world where everyone, everywhere can be themselves. We work to ensure acceptance without exception, so that lesbian, gay, bi and trans (LGBT+) people around the world can participate fully in society and enjoy lives free from discrimination. We work to do this in a way that is aligned to our values.

The role of Senior Programmes Officer is central to our goal of shaping a Scotland where everyone is accepted without exception. The post holder will work with workplaces, schools and local authorities across Scotland to build partnerships which improve the lived experience of lesbian, gay, bi and trans people.

The post holder will be responsible for implementing our Diversity Champions and our education and youth programmes such as our Children and Young People's Services Champions programme. The role will create partnerships to support the Diversity Champions and Children and Young People's programme's continued growth and maximise positive impact on the lives of LGBT people.

The purpose of the role is to recruit, develop and retain organisations to improve workplaces and services for LGBT people. The Senior Programmes Officer will also be responsible for expanding our influence by inspiring LGBT people and allies to drive change across private, public and third sector organisations.

Key Responsibilities

Relationship Building

- Maintain and develop relationships with existing members to improve the lives of LGBT staff, students, customers and clients.
- Support organisations to develop inclusive environments across their whole organisation.
- Drive member participation in Stonewall's Workplace Equality Index and the annual Children and Young People's Service Award including reviewing submissions, marking and providing constructive feedback.
- Promote and engage members in Stonewall personal development programmes and conferences.
- Develop and deliver digital workshops and facilitated sessions on LGBT diversity and inclusion.

Business Development

- Identify, research and target organisations as prospective members.
- Recruit new member organisations by presenting a convincing and tailored business case.

- Engage non-members through Stonewall personal development programmes and conferences.
- Promote Stonewall's work at networking events with new and existing clients.
- Contribute to team business planning processes to develop the scope and impact Stonewall's programmes.

Account Management

- Effective management of personal portfolio of clients in addition to oversight of the team's entire client base to achieve retention targets.
- Provide high quality advice to Diversity Champions and Children and Young Services Champions.
- Role model the highest of standards of client service and account management.
- Take full responsibility for the team's membership renewal targets.

Projects and teamwork

- Plan sessions and present at seminars, conferences and help to deliver Stonewall's Personal and Professional Development programmes.
- Foster close working relationships and collaborate with the wider Stonewall workplace, empowerment, education and youth teams as well as colleagues in Wales and Northern Ireland.
- Support the Stonewall Scotland Campaigns, Policy and Research team with accurate and up-to-date information on matters relating to LGBT equality and inclusion in workplace and education and youth settings.
- Co-ordinate feedback of conferences and seminars, role models , allies and train the trainer programmes and lead on evaluation.
- Participate in all Stonewall events and campaigns to promote lesbian, gay, bi and trans equality.

Expectations of all members of the Stonewall team

As a member of the Stonewall team, there are some common expectations of everyone, regardless of their role. Our vision and values drive who we are and what we do: live them through your behaviour at work and be a champion for Stonewall's vision.

As a member of the Stonewall team, we ask that you:

- Treat your colleagues with respect, challenging and supporting each other appropriately;
- Contribute to a culture where it is safe to speak up when there is an issue, in a way that is constructive and professional, adopting an approach which enables people to learn and change their behaviour;
- Create an environment where people can be their authentic self, reflecting our ambition of acceptance without exception;
- Be an ambassador for Stonewall and our work, both internally and externally;
- Share your knowledge and help your colleagues to be the best that they can, while also owning your own personal development and performance;
- Understand your responsibilities under key policies, including Equality and Dignity at Work; health and safety; data protection; IT; social media and safeguarding.

This means that you:

- will behave in a way and make decisions that are for the benefit of Stonewall and our staff, volunteers, beneficiaries and supporters;
- demonstrate good understanding and commitment to the inclusion of lesbian, gay, bi and trans identities in all walks of life with a willingness to learn and be challenged;
- demonstrate a commitment to learning about and implementing Stonewall's approach to race equity and eliminating discrimination across all protected characteristics;
- understand that you are personally responsible for your own behaviour;
- take active steps to understand the key policies and procedures and follow your responsibilities as set out by these;
- will attend any briefings and training to help you in your role;
- collaborate and co-operate with colleagues from across the Charity;
- ask and request advice if you are not sure of your responsibilities;
- carry out any other reasonable duties as directed by or agreed with line manager.

Person Specification

If you are interested in applying but not sure you have all the skills, please do apply. We are open to supporting learning on the job and to rearranging tasks within the team to suit the skillsets of the best applicant.

Area	Essential	Desirable
Qualifications	N/A	
Behaviours	<ul style="list-style-type: none"> • A commitment to and ability to role model Stonewall's vision, purpose and values • A commitment to LGBT+ rights and our approach to race equity and trans inclusion • Understands and is aware of intersections of oppression and an understanding of power and privilege in the workplace 	
Skills	<ul style="list-style-type: none"> • A successful track record of working in a results-orientated, commercially aware environment • Ability to engage comfortably with director level and senior executives, face to face and over the phone • Experience in a client-facing role with evidence of excellent relationship building and expert account management • Demonstrable knowledge of Scotland's education and youth sector and understanding of the issues facing LGBT young people in Scotland today • Ability to explain and convey complex ideas effectively to a range of audiences and experience of devising creative client solutions • Ability to inspire a range of audiences through public speaking, presenting and effective facilitation in a programme delivery setting • Ability to work flexibly and manage a busy and diverse workload while exhibiting outstanding attention to detail • Strong team player who is active in creating team success • Committed to the aims and objectives of Stonewall and Stonewall Scotland. 	

Technical skills		<ul style="list-style-type: none">• Experience of delivering learning opportunities digitally• Experience of using Customer Relationship Management (CRM) software
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Key terms and conditions

Working week

This is a **full-time permanent position**, comprising a total working week of **35 hours**. While the demands of this post require a flexible approach to both timing and duration of the working day, you will be expected to work during Stonewall's core office hours which are Monday to Friday from 10am to 4pm.

Salary scale

The salary will be £28,940 and is paid retrospectively on the 24th day of each month. This is a Stonewall salary band 5 position.

Annual leave

25 days of annual leave, rising by 1 additional day for each year of service completed up to a maximum of 30 days pro rata. Plus, up to 3 additional 'Stonewall Days' over Christmas, 1 day of holiday to be taken on or around your birthday, and the 8 statutory holidays.

Pension

Stonewall will contribute up to 9% of salary to the Stonewall pension scheme, as per this table:

Employee contribution (% gross basic salary)	Stonewall contribution (% gross basic salary)	Total contribution (% gross basic salary)
3%	7%	10%
6%	8%	14%
9%	9%	18%

Sick pay

During the first 6 months of your employment, you will be entitled to two weeks at full pay and two weeks at half pay. Subject to successful probation, after six months' service an employee who is absent from work due to sickness will be paid up to four weeks at full pay and four weeks at half pay in any 12-month period, up to two years' service. After two years continuous service, an employee absent from work due to sickness will be paid up to 12 weeks full pay and 12 weeks half pay in any 12-month period.

Probation and notice

The post is subject to a six month probationary period. During this period, you will be entitled to receive, and are required to give, at least two weeks' notice of termination, which must be in writing. After successful completion of your probationary period you are entitled to receive, and are required to give, at least two months' notice of termination, which must be in writing.

How to apply

To apply to become Senior Programmes Officer at Stonewall:

Fill in our application form and recruitment analysis form which can be found at <http://www.stonewall.org.uk/about-us/join-our-team> and send to recruitment@stonewall.org.uk. The deadlines for applications is Monday 1 March 2021 and the planned interview date is week of the 15 March 2021

We shortlist applicants for interview by matching the details given on the completed application form against both the role description and the person specification. We'll be looking for clear evidence to show that your experience, skills and knowledge match those set out in the person specification and role description.

We're interested in all relevant experience, wherever you have gained it, as well as beyond paid employment, that may contribute to your ability to meet the requirements of the job.

Your supporting statement is your opportunity to demonstrate your potential and experience and what you would bring to the role.

Please note that CVs are not accepted, and any information given on a CV will not be considered.

Further information

For information about how we use and store your data under the General Data Protection Regulations (GDPR) 2018, please refer to our privacy policy for job applicants: www.stonewall.org.uk/gdpr-privacy-notice-job-applicants

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to apply or attend any interview, please contact us at recruitment@stonewall.org.uk and we will discuss this with you.

Please note that to be successful in this role, you may be required to undergo and complete a satisfactory DBS check as a condition of your employment. For more information, please refer to our safer recruitment policy for job applicants: www.stonewall.org.uk/stonewall%E2%80%99s-safeguarding-safer-recruitment-and-recruitment-those-experience-offending-policy

Please contact recruitment@stonewall.org.uk with any other questions you have about the role and we will be in touch.