

JOB DESCRIPTION

Research Officer

Closing Date:	22 nd June (12 noon)
Interview date:	Wednesday 30 th June
Contract Details:	Part-time 22.5hrs per week Fixed term, 8.5 month position, Location: Glasgow (initially home working) or work from home £24,903 to £27,571 per annum, pro-rata (dependent on experience)

April 2021

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland.

Who we are:

We are Scotland's national charity for LGBTI young people providing spaces for lesbian, gay, bisexual, transgender and intersex young people age 13 to 25 to explore who they are in a safe and affirming way; to unlock their potential helping them feel confident, resilient and optimistic for the future.

Our vision is to make Scotland the best place to grow up for LGBTI young people. For the last 30 years we have played a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing and are a valued and influential partner in LGBTI equality and human rights.

Every year we deliver over 800 youth group sessions and 1500 one-to-one support sessions, including digital to more than 1000 young people. To enable us to deliver our work for young people we have a team of around 45 supported by over 100 volunteers based across the country.

To find out more, please visit our website at www.lgbtyouth.org.uk where you can view the many aspects of our work.

How we work:

LGBT Youth Scotland is focused on being led by young people while supporting them to develop in a safe and supported environment. We achieve this through our excellent team of staff and volunteers who all make a significant difference in young people's lives. It is our passion and drive to support young LGBTI people across Scotland that defines us as a team and underpins all we do.

With need for our services increasing, we are responding by focusing our activities on where we can have greater impact, driven by evidence. Supporting our staff and volunteers to be healthy, safe and happy in their roles is central to this. We invest in our team so we can be the best we can be and to better support the young people we engage with across Scotland.

Our values are also important to us. We are committed to

- 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

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.

Your New Role:

As the Research Officer, you will play a central role in developing our research, 'Life in Scotland for LGBT Young People'. You will review previous iterations of the research, and working across teams you'll ensure questions are user friendly and accessible. When the data is gathered you will analyse it to report on the key findings, and work with the team to input to the next published report.



Your employment will be confirmed after successful interview and any necessary checks including a basic disclosure, references and your right to work in the UK. If you feel you have the relevant experience and can meet the essential criteria in the job role, we would love to hear from you. We always welcome applications that clearly demonstrate the skills and criteria we need, whether that be in a professional or volunteer capacity. We also appreciate that the best person for the job might not have all the essential and desirable criteria, so if you are unsure whether your skills and experience fit the specification, please contact paul.daly@lgbtyouth.org.uk for an informal conversation prior to applying.

We look forward to receiving your application.

Paul Daly

Policy & Research Manager

Terms & Conditions

- **Job Title:** Research Officer
- **Pay:** £24,903 to £27,571 per annum, pro-rata (dependent on experience)
- **Location:** Based in Glasgow or working from home (home working initially). Some travel within Scotland may be required
- **Hours:** 22.5 hours per week (3 days)
- **Term:** Fixed term, 8.5 month position
- **Leave:** 35 days per annum, inclusive of 10 days over Christmas and New Year (pro-rata for part-time staff)
- **Probation:** 4-month probation period
- **Pension:** Auto-enrolment or the opportunity to opt in to TPT Solutions Flexible Retirement Plan
- **Benefits:** Enhanced Sickness, maternity, paternity, and adoption policies.
Flexible and agile working options

Equality Statement

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. The more inclusive we are, the better we can make Scotland for LGBTI young people. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. It also better reflects the young people and society we support.

We want to hire the right candidate for each role and are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, age, 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. We support flexible working arrangements and adjustments where needed.

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 more 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 large print.

Shortlisted candidates will be invited for an interview held digitally.

For more information or guidance on this position contact:

paul.daly@lgbtyouth.org.uk



ROLE PROFILE

Role Title: Research Officer	Team: National Programmes	
	Location: Home working initially, option of continuation or Glasgow base when restrictions allow	
Pay: £24,903 to £27,571 per annum, pro-rata (dependent on experience) Hours: Part-time 22.5 hours per week (3 days a week) Term: Fixed, 8.5 months	Reports to: Paul Daly, Policy & Research Manager	Agreed by: Mhairi Crawford, Chief Executive Date: May 2021
<p>Core Purpose of the Role:</p> <ul style="list-style-type: none"> • Review previous iterations of Life in Scotland for LGBT Young People, including methodology, data and questions • Develop new research methodology and support the team to engage young people to take part • Analyse data once collected and feed into the process of writing the final report 		
<p>Principal Responsibilities:</p> <ul style="list-style-type: none"> • Review previous published Life in Scotland for LGBT young people reports, with research undertaken in 2017, 2012 and 2007 • Undertake a literature review of similar studies in Scotland and across the world, assessing methodology and information gathered • Assess longitudinal questions and ensure they reflect current values and language • Develop bespoke questions for 2021, if required and work across teams to review questions suitability • Support the team to develop methodology for reaching and engaging with LGBT young people in Scotland • Review data returned and undertake statistical analysis of both qualitative and quantitative responses • Present key findings and trends, map these with responses in previous iterations and support the writing of the final report • Work with the wider team to ensure data is collected and stored in line with GDPR regulations • Help identify qualitative data to contextualise the final report <p>Responsible Standards:</p> <ul style="list-style-type: none"> • To ensure that our work is of the highest possible quality and that it impacts positively on LGBTI young people. • To demonstrate exemplary standards internally, and be recognised as good ambassador externally. • To work in line with the principles, values and standards in community learning and development. • To understand and abide by the policies of the organisation including Health and Safety, Equality, Diversity & Human Rights, Confidentiality, and Safeguarding. • 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 or equivalent experience in a relevant area such as research and data analysis 	<ul style="list-style-type: none"> Post Graduate research experience
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> Experience of undertaking large scale research projects in academic or formal setting Experience of designing surveys to yield the most representative data Experience of statistics and statistical packages for analysing datasets (eg SPSS) and Microsoft Office suite Demonstrable analytical skills to be able to collect, organise and understand large data sets Attention to detail and eye for accuracy An understanding of youth work principles Knowledge of equalities issues and the issues affecting LGBTI young people 	<ul style="list-style-type: none"> Experience of working within GDPR regulations and requirements Ability to use own initiative and work well both within a team, and whilst working remotely Experience of working with LGBTI young people, undertaking research to help identify and support wider community needs Experience of working in the third sector Experience of producing reports and presenting findings to different audiences Experience of engaging with audiences via social media to encourage research participation Experience of working with young people or equivalent experience with vulnerable groups



Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> ▪ Highly organised with a commitment to effective planning, delivery, monitoring and evaluation of projects ▪ Conscientious approach to meeting deadlines and delivery of work to meet the needs of the organisation ▪ Effectively working with colleagues, and volunteers
Personal effectiveness	<ul style="list-style-type: none"> ▪ Excellent written and presentation skills ▪ Ability to articulately and confidently communicate with others to convey key messages ▪ Ability to build effective relationships with colleagues and external stakeholders ▪ Comfortable and able to work with difficult situations
Person centred	<ul style="list-style-type: none"> ▪ Awareness and commitment to meaningful youth participation ▪ Awareness of the issues which can affect young peoples' lives ▪ Ability to work in an empathetic young person-centred way ▪ Ability to prioritise issues relating to child protection and adults at risk work
Working practices	<ul style="list-style-type: none"> ▪ We can be flexible with your working hours, but there may be very occasional evening work, with a time off in lieu (TOIL) system ▪ Self-motivated 'can do' attitude ▪ Commitment to human rights, equality, and anti-discriminatory practice