

JOB DESCRIPTION

LGBT Charter Development Officer

Closing Date:	22 nd June 2021 (5pm)
Interview Date:	30 th June 2021
Contract Details:	Permanent, full-time, 37 hrs per week £24,903 - £27,571 per annum (dependent on experience) Flexible working options available Based in Glasgow or Edinburgh



June 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 ages 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.

To enable us to deliver our work 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.

You can also download a copy of our most recent strategy here:

<https://www.lgbtyouth.org.uk/media/2312/lgbtys-strategy-refresh-2020.pdf>

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.

We believe that supporting our staff and volunteers to be healthy, safe and happy in their roles is essential to delivering high quality services. 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 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.



Equality Statement

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. 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 that there is an inclusive working environment for all staff and volunteers. We support flexible working arrangements and adjustments where needed.

Your New Role:

As the LGBT Charter Development Officer, you will play a vital role in helping us deliver the LGBT Charter programme that is changing the face of inclusive education in schools and organisations across Scotland. We are looking for an individual who understands the ins and outs of running a national programme. You will have strong organisational and communication skills as you will be delivering training and building relationships to extend our reach. As the LGBT Charter programme grows you will support our team and client base by ensuring we are growing the LGBT Charter sustainably and with impact.

To learn more about the LGBT Charter you can visit: www.lgbtyouth.org.uk/the-lgbt-charter/

We look forward to receiving your application.

Mhairi Crawford
Chief Executive



Role Information

Conditions

- **Job Title:** LGBT Charter Development Officer
- **Contract:** Permanent
- **Pay:** £24,903 - £27,571 per annum (dependent on experience)
- **Location:** Glasgow or Edinburgh, with travel across Scotland as required (flexible working options available). Currently working from home due to COVID-19 restrictions
- **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.

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 caitlin.wood@lgbtyouth.org.uk for an informal conversation prior to applying.

Your employment will be confirmed after successful interview and any necessary checks including references and your right to work in the UK.

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 large print or if you need any further information regarding this position.



ROLE PROFILE

Role Title: LGBT Charter Development Officer (Glasgow or Edinburgh)	Team: National Programmes Location: Based in Glasgow or Edinburgh
Terms: Permanent, full-time, 37hrs per week Salary: £24,903-£27,571 (dependent on experience)	Reports to: Education Manager Agreed by: Mhairi Crawford, Chief Executive Date: June 2021
Core Purpose of the Role: <ul style="list-style-type: none"> • Responsible for supporting the running, innovation, and improved practice across the LGBT Charter programme internally and externally focused • Build strong partnerships with schools and organisations throughout Scotland 	

Principal Responsibilities: <ul style="list-style-type: none"> • Work in partnership with schools, organisations and the Scottish Government to deliver the LGBT charter and identify and share improvements in practice • Streamline existing resources and processes to ensure the LGBT Charter grows sustainably and with impact at a national level • Lead on the development of resources and materials supporting the LGBT Charter programme • Showcase innovation and improved practice in LGBTI inclusive education and in LGBTI inclusive organisations • Work alongside the LGBT Charter Administrator in the day-to-day processes and support dealing with enquiries • Support the LGBT Charter training programme, helping lead LGBT Charter Live Workshops monthly (digital) • 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
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CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> At least 4 years successful professional or volunteer experience in project management, training, national programme development 	<ul style="list-style-type: none"> Qualification in Teaching or a similar discipline such as Community Education or Social Work Vocational qualification in training
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> Comfortable working with a range of online tools and platforms, or able to learn quickly. Experience of developing and delivering training/ facilitation Experience working with third sector and/or commercial organisations Excellent at communicating with a range of stakeholders Experience of effective partnership work Experience of evaluation and gathering and evidencing impact 	<ul style="list-style-type: none"> Experience of using Moodle, Donorfy, Microsoft 365 or other learning platforms and CRMs Knowledge of LGBTI young people’s experiences of life in Scotland Experience of working with schools and education bodies or knowledge of the Scottish education system Knowledge and understanding of human rights and children and young people’s rights in Scotland Experience of working with children and young people Committed to inclusivity and an understanding of diverse backgrounds beyond your lived experience Experience streamlining existing processes
Critical Personal Attributes		
Delivering results	<ul style="list-style-type: none"> Highly organised with a commitment to effective planning, delivery, monitoring and evaluation of work Highly motivated and able to champion equalities work and LGBTI inclusion Conscientious approach to meeting deadlines and delivery of work to meet the needs of young people and other stakeholders Working with and utilising other colleagues and volunteers 	

Personal effectiveness	<ul style="list-style-type: none"> • Excellent written and presentation skills • Excellent organisation skills with a keen eye for detail • 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 deal with challenging situations in a profession manner • Ability to adapt to change, solve problems and take on new challenges
Young Person centred	<ul style="list-style-type: none"> • Awareness and commitment to the inclusion of young people’s voices in training and resource development
Working practices	<ul style="list-style-type: none"> • Able and willing to travel across Scotland to deliver work • Ability to work digitally and run training in a digital format • Ability to work flexible hours (including evenings) if necessary, with a time off in lieu (TOIL) system • Commitment to individual rights, equality, and anti-discriminatory practice