

Development Worker

LGBT Mental Wellbeing Project

(Glasgow)

Candidate Pack

July 2021



**Introduction**

LGBT Health and Wellbeing was set up in 2003 to promote the health, wellbeing and equality of lesbian, gay, bisexual and transgender (LGBT) adults in Scotland. We provide support, services and information to improve mental and emotional wellbeing, reduce social isolation and promote community inclusion.

LGBT Health’s strategic objectives, as outlined in our Strategic Plan, are to:

* Build capacity to achieve better health and wellbeing within the LGBT community
* Develop the ability of services to respond to the needs of LGBT individuals
* Build collaborative partnerships
* Build a positive, proactive organisation.

As well as providing support programmes for LGBT people, the organisation directly contributes its expertise on LGBT issues to a wide range of individuals and organisations.



We are increasingly recognised as a ‘go to’ organisation in relation to LGBT issues, especially concerning to older people, trans wellbeing and mental health. We raise awareness of the lived experiences, needs, barriers and inequalities LGBT adults’ experience, by providing a strong, informed and credible voice for the interests of LGBT people.

The **Development Worker** post leading on the delivery of the **LGBT Mental Wellbeing Project (Glasgow)** is a key role within LGBT Health’s Glasgow services and an exciting opportunity to help us to deliver our ambitious vision for health, wellbeing and equality for LGBT communities across Scotland.

Further details about LGBT Health and our current work can be found on our website: [www.lgbthealth.org.uk](http://www.lgbthealth.org.uk)

**Recruitment Process**

We welcome your interest in LGBT Health and in the Development Worker post. The Candidate Pack outlines the role and skills we are looking for, as well as the selection process and timelines you can expect. In the first instance, we ask you to complete the application form.

Please note, the deadline for applications is **5pm on Wednesday 4th August 2021.** We aim to contact short-listed applicants **by Monday 9th August,** therefore please ensure that your application includes an email where you can be contacted.

Interviews are scheduled via zoom on **Wednesday 18th August 2021**.We require you to be available for interview on that day.

Applications should be emailed to [louise@lgbthealth.org.uk](mailto:louise@lgbthealth.org.uk).

Please post your diversity monitoring form to us, as per instructions provided on the form.

**Due to financial constraints, applicants who are not short-listed for interview will not be contacted and we are unable to provide feedback.**

**Role Profile**

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| Role Title | **Development Worker, LGBT Mental Wellbeing Project (Glasgow)** |
| Responsible to | Service Manager (Glasgow) |
| Hours per Week | **28 hours** (part-time) |
| Salary | **£26,674 (pro rata)** (based on 36 hours per week full-time) |
| Funder | This project is currently funded by Glasgow HSCP and See Me |
| Office Base | Glasgow (all our staff are currently working from home and our services are operating online) |

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| Main Purpose of Role |
| The post holder will be responsible for delivery of our vital LGBT Mental Wellbeing Project in Glasgow.  The project supports lesbian, gay, bisexual and transgender (LGBT) people who experience mental health issues to develop coping strategies through a programme of events, courses, workshops and peer support groups. We want to support and empower LGBT people with mental health issues to tackle stigma, discrimination and inequality and contribute positively to their community.  The post holder will lead on the delivery of all aspects of the Mental Wellbeing Project, including the development and delivery of:   * **Workshops and events:** providing taster sessions (e.g. nature walks, mindfulness, dance classes, cooking) to provide people with tools to promote mental wellbeing and resilience. * **Courses:** to enable LGBT people to learn self-management techniques, build personal insight and resilience, and share life experiences with peers. * **Drop-ins and peer support groups**: lead on a facilitated programme of regular group opportunities, providing a safe and affirmative space for discussing mental wellbeing, while encouraging peer support. * **See Me Proud Champions**: work with our partners at See tsupport our community champions in their work to tackle mental health stigma in various settings. * **Wellbeing Collective**: support community members with lived experience to come together to collectively raise awareness and promote mental wellbeing. * **E-bulletin**: monthly e-bulletin with information, events, advice and resources for community members who wish to improve their mental wellbeing. |

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| Principal Responsibilities |
| The post holder will coordinate the provision of our programme of events, activities and support, ensuring robust and effective delivery of all aspects of the LGBT Mental Wellbeing Project (Glasgow).  Since March 2020 our delivery changed to online and we expect this to continue for the next few months, before we look at gradually moving some services back to in-person (in line with Scottish Government guidance – subject to change).  The postholder will:   1. Be responsible for ensuring consistent and effective delivery of all aspects of the service. 2. Work closely with community members to ensure that the project is responsive to the needs of all individuals across the entire LGBT+ community. 3. Work in partnership with a range of statutory and voluntary sector agencies, groups and individuals to deliver a robust programme of support and activities aimed at promoting mental wellbeing. 4. Be responsible for the recruitment and supervision of sessional workers and volunteers. 5. Be responsible for ensuring that Safe Space is upheld within both online and in-person groups and activities, and people feel able to able to speak about their mental wellbeing in a supportive setting 6. In line with the organisation’s monitoring and evaluation systems, identify and implement methods to monitor and evaluate project impact to clearly demonstrate impact and capture learning. 7. Work closely with the Service Manager to ensure the agreed outcomes of the project are achieved. 8. Prepare a range of written and verbal progress reports including activity reports and reports to the funders. 9. Coordinate regular meetings with our See Me Proud Champions and support the development and delivery of their community anti-stigma work. 10. Ensure the See Me Proud Champions are involved in the wider mental wellbeing and awareness raising work of our charity, as well as that of See Me. 11. Contribute to partnerships that have a focus on promoting wellbeing and reducing the stigma around poor mental health, raising awareness of the experiences of LGBT people within these partnerships. 12. Act with a high degree of autonomy, initiative and flexibility, and take an active role in service development and continual improvement. 13. Work with the Comms Team to contribute to the promotion of the project through the development and distribution of promotional materials, including via social media platforms. 14. Work closely with the wider staff team to ensure the project is promoted through all of the organisation’s work and publicity. 15. Attend relevant meetings, conferences and training as part of continuing professional development. 16. Work as part of the staff team attending team meetings, undertaking supervision, and participating in the annual appraisal system. 17. Work in accordance with the organisation’s policies and procedures, including equal opportunities, health and safety, confidentiality and financial systems. 18. Be willing to regularly work flexible hours, including evenings and weekends. 19. Occasionally carry out any other duties which may be reasonably required of the post holder relevant to the main purpose of the post.   The project will be delivered in Glasgow. The post holder will be based in our offices in Glasgow, though there may be occasional travel to our offices in Edinburgh.  The post holder will be required to work flexibly, including regular evening and occasional weekend work.  All our staff are currently working from home and we anticipate this will continue until autumn 2021. Thereafter we anticipate that we will deliver a blended model of in person and online delivery.  **This job description will be reviewed annually and may be subject to change.** |

**Person Specification**

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| Category | Skills / Attributes | Essential (E) / Desirable (D) |
| **Education and Knowledge** | Qualification in or experience of delivering wellbeing workshops, courses, classes, support groups or similar (1-year minimum) | **E** |
| Good understanding of diverse needs in the LGBT community (intersex, non-binary, asexual, neurodivergent, refugees, etc.) | **E** |
| Knowledge of mainstream health, social care, mental health support and advice agencies across Greater Glasgow, including third sector | D |
| Awareness of LGBT communities, groups and organisations across Greater Glasgow | D |
| Experience of delivering a range of in-person and online events | **E** |
| Experience of supporting individuals who are experiencing emotional distress, isolation and/or mental health difficulties | **E** |
| Experience of recruiting, inducting and mentoring a team of volunteers including formal volunteer management systems | **E** |
| Experience of collecting and collating data, feedback and case stories, and writing reports to demonstrate impact | **E** |
| Experience of using a community development approach, working with community members to shape and develop a project to ensure it meets community need | **E** |
| Experience in managing project spending and monitoring activities budget | D |
| Experience of service promotion and use of social media to promote events | D |
| **Skills and Qualities** | Excellent verbal and communication skills, able to hold a therapeutic space | **E** |
| Positive and proactive approach to partnership working | **E** |
| Excellent inter-personal skills, non-judgmental, empathetic approach and ability to work sensitively with a wide variety of people from different communities, identities and backgrounds | **E** |
| Capacity to mentor and develop volunteers and sessional staff. | **E** |
| Understand the importance of confidentiality and when it is appropriate to share confidential information | **E** |
| Computer literacy, with familiarity in using Outlook, Zoom, online databases, and various online apps | **E** |
| Ability to work as part of a team as well as using own initiative | **E** |
| **Personal Qualities** | Willingness to abide by the LGBT Health and Wellbeing’s Policies and procedures | **E** |
| Use of internal supports including induction, supervision and incident reporting | **E** |
| Punctuality, reliability and integrity | **E** |

**General Terms and Conditions of Employment**

**Salary**

The starting salary for the post is £26,674 (pro rata). Your salary will be paid monthly in arrears, on or around the 4th Thursday of each month, direct to your bank/building society account and subject to normal statutory deductions for National Insurance and PAYE Income Tax.

**Hours of work**

Your hours of work are 28 hours per week, with a minimum of 30 minutes break for lunch each day (unpaid).

**Location of post**

Currently LGBT Health staff are working from home in accordance with Scottish Government guidance in response to the Covid-19. Once we re-open our offices, this postholder will be based in our Glasgow office. **Until this period, the post holder will be expected to work from home and therefore will require to have access to Wi-Fi and access to a confidential space**.

**Pre-employment checks**

Once given a conditional offer of employment we will require 2 satisfactory references, a relevant PVG check and the completion of a medical form before a contract is issued.

**Probationary period**

New employees’ employment is subject to satisfactory completion of a six-month probationary period. The organisation reserves the right to extend this period at its discretion. The organisation will assess and review your work performance during this time and reserves the right to terminate your employment at any time during the probationary period.

**Funding**

This project is currently funded by Glasgow HSCP and See Me.

**Annual leave and public holidays**

Paid holiday entitlement is 25 days per annum pro rata (plus 10 public holidays), calculated pro rata from the anniversary date of your employment. The holiday year runs from 1st April to 31st March.

The organisation recognises the following 4 public holidays and you are expected to take these days as a holiday; 25th December, 26th December; 1st January and 2nd January. The remaining 6 days public holiday entitlement can be taken throughout the leave year.

All periods of annual holiday must be authorised in advance by your line manager. You are required to submit holiday requests in writing to your line manager as early as possible, normally giving a minimum of two weeks’ notice. Requests for annual holiday will normally be granted on a ‘first come, first served’ basis.

For a full-time post, no more than 5 annual leave days can be carried forward from the previous annual leave year. Any carryover request should be made to your line manager and this leave must be used in the first quarter of the new leave year.

**Compassionate leave**

In the case of urgent distress or crisis or in the light of a particular domestic situation, you may be entitled to up to 5 working days leave on full pay at the discretion of your line manager.

**Notifying sickness**

If you are absent from work owing to sickness or accident you must notify your line manager before 10am on the first day of absence. If you are absent from work for up to 7 working days (including weekends and public holidays), you must complete a self-certification certificate on the day of your return to work and hand it to your line manager. If you are absent for more than 7 days, you must obtain a medical certificate and send or give it to your line manager.

On your return to work after any period of absence you must complete an absence form and have a Return to Work meeting with your line manager.

**Maternity, parental and adoption leave**  
Staff are entitled to statutory maternity leave only. Staff are expected to give their line manager a minimum of 21 days written notice of pregnancy and intention to take maternity leave.

Staff are entitled to statutory paternity leave only. Co-parents will be entitled to the same leave as available under paternity leave regulations. Staff are entitled to statutory adoption leave only.

**Pensions**

The organisation has a qualifying workplace group pension scheme which is provided by Standard Life Pensions. After your first three months of employment you may be eligible to join the scheme as detailed in the Pensions Act 2008 (pensions auto enrolment). The organisation will pay 6% of your gross salary as an employer pension contribution. Employees will be required to make an employee contribution to satisfy the government legislation’s minimum total contributions.

**Expenses**

When you are travelling or otherwise involved in the organisation’s business, the organisation will pay your reasonable travelling, accommodation and out of pocket expenses. You should obtain receipts and present all expense claims for approval by your line manager as requested, ensuring claims are for no more than three months of expenditure. The organisation reserves the right to refuse to pay an expense claim where the expenditure is unreasonable, disproportionate or unnecessary.

**Notice**

The first six months in post is designated as a probationary period. During the three month of probation, the organisation may terminate this contract of employment in writing giving one week’s notice, in line with the performance appraisal policy. During month three to six, the minimum period of written notice of termination of the Contract of Employment is one month by the organisation or the employee.

Following successful completion of the probationary period the notice period given by the organisation to the employee is one calendar month; equally the employee must give one month’s written notice to their line manager.

The organisation may exclude these notice provisions in the event of your dismissal for gross misconduct.