



Policy & Research Officer Candidate Pack

November 2021





Introduction

LGBT Health and Wellbeing (LGBT Healthy Living Centre) 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 about LGBT issues, especially around older LGBT people, trans wellbeing, mental health and more recently LGBT asylum seekers and refugees. 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.

This is a unique role within LGBT Health 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

Our most recent Annual Report is found [here](#).

Recruitment Process

We very much welcome your interest in LGBT Health and Wellbeing and in the Policy & Research Officer post. This 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 **Monday 29th November** (9am). We aim to contact short-listed applicants by Thursday 2nd December, therefore please ensure that your application includes an email and phone number where you can be easily contacted.

Interviews will take place by zoom on Thursday 9th December. We require you to be available for interview on that day.

Applications should be emailed to louise@lgbthealth.org.uk. However 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.

** LGBT Health works with the entire diversity of the lesbian, gay, bisexual and transgender community, including nonbinary, queer, intersex and asexual people (LGBTQIA+), as well as those questioning their sexual orientation and/or gender identity and those who do not use labels for either.*

Role Profile

Role Title	Policy & Research Officer
Responsible to	Chief Executive
Hours per Week	36 hours (full-time)
Office Base	Edinburgh or Glasgow
Salary	£27,887 (additional Cost of Living Award for 2021/22 pending)
Funder	Scottish Government; current funding to March 2024

Main Purpose of Role

LGBT Health exists to promote the health, wellbeing and equality of LGBT adults and ensure that LGBT people get the services and support they need. To this aim, our policy and influencing work looks to raise awareness of the needs of LGBT people with key stakeholders, including government, service providers and researchers.

As well as keeping abreast of research in relation to the health and wellbeing of LGBT adults, we crucially also use the data and learning from our work with LGBT communities to ensure that as an organisation we can act as a strong voice for the experience and needs of LGBT people.

LGBT Health is strongly committed to community participation and to proactively developing and supporting opportunities for community members to influence policy. We work to ensure community voices are at the heart of our policy and influencing work, through consultations, focus groups, surveys and supporting direct engagement. The post holder will take a lead on identifying opportunities for community engagement in policy development, liaising with community members and supporting individuals to become involved and have their voices heard.

Our policy and influencing work aligns closely with our service delivery, and therefore has a strong focus on reaching those sections of the LGBT community whose needs are most acute and/or those who are seldom reached, including older LGBT people, trans people and LGBT asylum seekers and refugees. Like our service delivery, the emphasis in our policy work is on health and wellbeing, and particularly on addressing issues around mental health, social isolation and loneliness.

We are seeking someone who is strongly committed to LGBT equality. The post holder will support the development of LGBT Health's policy and influence work to enable the organisation to be an effective influencer and continue to strengthen our national voice in relation to LGBT health, wellbeing and equality. Working with colleagues across the organisation, the post holder will produce evidence-based policy responses that put the experiences of community members who use our services at its heart.

The successful candidate will have: strong relationship building, influencing and communication skills; the ability to research and analyse diverse materials, including our own service delivery data; experience of supporting community members to participate in policy development; the ability to represent LGBT Health and the needs of our community to key service providers, policy makers, politicians, researchers and other stakeholders.

The post holder will be based in either our Head Office in Edinburgh or in our Glasgow office, with scope for home working. The post holder will be required to work flexibly, including some evening and occasional weekend work.

Principal Responsibilities

The post holder is expected to work closely with colleagues across the organisation, namely: Senior Management Team (Chief Executive and Head of Services); Service Managers (National, Glasgow and Edinburgh Projects); Communication & Evaluation Worker; Development Workers and Project Coordinators (Edinburgh and Glasgow).

- Keep abreast of research in relation to the health and wellbeing of LGBT adults, with a particular focus on older LGBT people, LGBT mental health, trans people and LGBT refugees.
- Develop and contribute to evidence-based consultation responses, presentations and publications for a range of external stakeholders.
- Create engaging briefings and fact sheets for staff and stakeholders that summarising and communicate often complex data and ideas around our key service delivery and policy areas.
- Ensure effective engagement in policy processes and build strong, positive relationships with policy makers, politicians, researchers and other stakeholders across sectors relevant to our work.
- Contribute to effectively capturing the impact and learning from our service delivery work, including through case studies and impact reports.
- Identify and develop opportunities for people who use our service and wider community stakeholders to influence policy, including through community discussions, consultations and surveys, by engaging with community members and supporting their involvement.
- Collaborate with colleagues leading on participatory work with community members, including through our LGBT Age (50+) Action Group and See Me Proud (mental health) Champions, to ensure this feeds effectively into our policy and influencing work.
- Work with our comms team and partners to ensure effective reach and dissemination of key messages, research, data and learning, linked to our services and/or key policy aims.
- Work closely with partners in the LGBT sector to promote a focus on health and wellbeing, maximise impact, ensure our contribution is distinctive and serves to add value wider policy work.
- Contribute to the dissemination of existing resources, such as our LGBT Age and Mental Health Audit Tools, and develop persuasive good practice workshops, training and resources that support service providers to take positive action and strengthen their work with LGBT communities.
- Represent the organisation on key strategic fora and occasionally in the media and/or supporting other relevant staff to do so.
- Respond to consultation and data requests, attend consultations and engagement events, and contribute to relevant Scottish Parliament Cross Party Groups.
- Liaise with national and local community, voluntary and statutory organisations in pursuit of the organisation's objectives.
- Support the development of the organisation's media and comms profile in relation to policy work, including through social media and website content and news articles.
- Where needed, contribute to providing a research and evidence base to feed into funding bids for new areas of work.
- Monitor and evaluate the impact of our policy and influencing work, including providing regular reports and collecting monitoring and evaluation data as required for funders, managers and trustees.
- Work in accordance with the organisation's policies and procedures, including equal opportunities, health and safety, confidentiality and financial systems.
- To undertake other duties as may be determined from time to time which may be reasonably required of the post holder relevant to the main purpose of the post.

These responsibilities will be reviewed annually and may be subject to change.

Person Specification

Category	Skills / Attributes	Essential (E) / Desirable (D)
Education and Knowledge	Degree or equivalent professional qualification	E
	Broad understanding of the third sector	E
	Understanding of, and interest in, current equality, health and social issues and the workings of local and national government	E
Experience	Experience of working in a relevant policy environment (e.g. health, equalities, community development)	E
	Experience of engaging with a wide range of people who use services to gain insights, consult and develop case studies	E
	Experience of working with individuals who are experiencing emotional distress, isolation and/or mental health difficulties	E
	<i>Experience of active participation in Cross Party Groups and in networks in a public and/or third sector setting</i>	D
	<i>Experience of working in an equivalent policy role, ideally within a service delivery organisation</i>	D
	<i>Experience of working with the media and of using social media in a professional setting</i>	D
Skills, Aptitudes and Abilities	Excellent written and verbal communication skills	E
	Strong project management and organisational skills, and ability to manage competing priorities	E
	Ability to establish and retain effective working relationships with other staff and with stakeholders in the public, private and voluntary sectors	E
	Good interpersonal, networking, negotiation and influencing skills	E
	Demonstrable experience of researching, analysing and organising diverse materials, presenting learning persuasively and accessibly	E
	<i>Strong presentation skills and experience of developing resources and training materials for a range of audiences</i>	D
Disposition	Commitment to the ethos of the voluntary sector and to collaborative working	E
	Drive to making a difference to LGBT equality in Scotland	E
	Ability to represent the organisation effectively and professionally, acting with political impartiality.	E
	Ability to be proactive and work on own initiative, including to tight deadlines	E
	Willingness to work flexibly, including a willingness to travel and work occasional evenings and weekends	E

General Terms and Conditions of Employment

Salary

The starting salary for the post is £27,887. 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 36 hours per week, with a minimum of 30 minutes break for lunch each day (unpaid). These working hours are flexible and weekend and evening work will at times be necessary. Time off in lieu (TOIL) will be available under the terms of the existing policy.

Location of Post

Currently LGBT Health staff are still largely working from home in accordance with Scottish Government guidance in response to the Covid-19. Once we fully re-open our offices, post holder will be based in either our Head Office in Edinburgh or in our Glasgow office, with scope for home working. If working from home access to Wi-Fi will be required.

This is a national post, so we anticipate there will be some requirement to travel between our Edinburgh and Glasgow offices. Travel, including some evening and occasional weekend work, will be required as part of this post.

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 post is funded by The Scottish Government. At this stage, funding is in place until March 2024.

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 and 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 (at least 1.5% of gross salary).

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 two calendar months; equally the employee must give two months' written notice to their line manager.

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