

JOB DESCRIPTION

Development Manager – LGBT Charter

Closing Date:	Thursday 26 th May (5pm)
Interview Dates:	Thursday 2 nd June & Tuesday 7 th June (Digitally)
Contract Details:	<p>Salary: £28,977 - £31,563 per annum</p> <p>Full-time - 37hours per week, fixed term for one year. Part-time hours as low as 30hrs per week will also be considered.</p> <p>Location: Hybrid working (a combination of working from home and a local LGBTYS office base in Edinburgh or Glasgow)</p>

May 2022

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 aged 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 ensures they 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 staff 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:

- 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 Development Manager for the LGBT General Charter (as distinct from our Education Charter Programme), you will have an important role in developing the LGBT Charter as an invaluable inclusion programme for organisations across Scotland, ensuring that the places where LGBTI young people work and access services, are inclusive and welcoming. As part of the charter development team, you will lead collaboration with young people to create refreshed resources and implement a new General Charter journey for existing and future clients.

With the Head of Partnerships, you will be responsible for developing a strategic partnership approach to expanding the delivery of the LGBT General Charter to ensure that it is relevant, appropriate and attractive to an increased number of employers and service providers. You will also be responsible for translating this work into a growth in our earned income which will in turn support our ongoing mission and vision.

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 ali.kerr@lgbtyouth.org.uk for an informal conversation prior to applying.

We look forward to receiving your application.

Ali Kerr

Head of Partnerships

Role Information

Conditions

- **Job Title:** LGBT Charter Development Manager
- **Pay:** £28,977 - £31,563 per annum
- **Contract:** Initially a fixed term 12-month contract
- **Location:** Hybrid working (a combination of working from home and a local LGBTYS office base in Edinburgh or Glasgow). With regular local travel and occasional travel to other parts of Scotland.
- **Hours:** Full-time, 37hrs per week (part-time hours as low as 30hrs per week will be considered)
- **Leave:** 35 days per annum, inclusive of 10 days over Christmas and New Year (pro-rata for part-time staff)
- **Probation:** 6 months
- **Pension:** Auto-enrolment with TPT Solutions Flexible Retirement Plan
- **Benefits:** Enhanced Sickness, maternity, paternity, and adoption policies.
An annual leave entitlement that increases by 2 days after 3 years length of service (pro-rata for part-time staff).
Flexible and agile working options and up to 3 days leave to volunteer for another organisation.

How to apply:

Visit <http://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: ali.kerr@lgbtyouth.org.uk

ROLE PROFILE

Role Title: General Charter Development Manager	Team: Relationships & Partnerships (R&P)
Reporting to: Head of Partnerships	Location: Hybrid working, Glasgow or Edinburgh
Salary: £28,977-£31,563 FTE per annum	Agreed by: Mhairi Crawford, CEO
	Date: April 2022
<p>Core Purpose of the Role:</p> <ul style="list-style-type: none"> Working with the Head of Partnerships and wider Charter delivery team, responsible for developing and delivering a refreshed LGBT General Charter for employers and service providers to ensure better environments for LGBTI young people and increase earned income. This role will focus on ensuring the LGBT Charter is developed and delivered to a high standard through effective project and people management. Key to this role will be the development of an equality charter and the management, development and oversight of its delivery including line management of the Charter Development officer. 	
<p>Principal Responsibilities:</p> <ul style="list-style-type: none"> To manage LGBT Youth Scotland's LGBT General Charter development and delivery, ensuring work is delivered to a high standard, on time, on target with measurable impact To oversee the development and delivery of the LGBT General Charter programme: <ul style="list-style-type: none"> Support research, development and implementation of a refreshed LGBT General Charter award and business model Manage and support the growing LGBT General Charter team Oversee sign-ups, processes and ensure client management standards Directly support LGBT General Charter clients, delivering and developing training and other materials Create a plan to ensure strategic growth and ensure key achievements are celebrated internally and externally To effectively manage staff and volunteers to implement programme deliverables; supporting them to plan, perform and develop their skills and knowledge To work in partnership with organisations, colleagues and young people, recognising their expertise and knowledge 	

- To work within LGBT Youth Scotland's framework of policies and procedures, particularly in relation to GDPR and financial management
- To contribute to key organisational priorities outlined in LGBT Youth Scotland's Strategy and other tasks as required

Key Priorities over the next 12 months:

- Lead the development of the LGBT General Charter, including the development, delivery and evaluation of additional stand-alone training packages and accreditation, establishing these within the first year
- Ensure growth of General charter across Scotland, increasing client numbers by 15% in the first 12 months
- Support a portfolio of LGBT Charter clients
- Ensure robust financial management of income generation, meeting or exceeding annual targets
- Effectively manage staff and volunteers to implement programme deliverables; supporting them to plan, perform and develop their skills and knowledge
- Work in partnership with organisations, colleagues and young people, recognising their expertise and knowledge
- To work within LGBT Youth Scotland's framework of policies and procedures, particularly in relation to GDPR and financial management

To contribute to key organisational priorities outlined in LGBT Youth Scotland's Strategy and other tasks as required

Vision

- To be a key member of the management team, working with other managers to highlight the importance of income generation to the organisation and the impact of our work to supporters

CANDIDATE SPECIFICATION

	Essential	Desirable
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> ▪ Experience of developing business models ▪ Experience of effective people management ▪ Experience of project planning, development, management and evaluation ▪ Experience of effectively overseeing and managing budgets ▪ Experience of effective communication and engagement with a diverse range of professionals ▪ Experience of delivering training ▪ Understanding of Equality Charter Models 	<ul style="list-style-type: none"> ▪ Third sector experience ▪ Professional qualification in leadership and/or social business development ▪ Experience of project leadership and financial management ▪ Knowledge and understanding of human rights approaches ▪ Experience of working in diversity & equality or human rights ▪ Experience of generating income through a social enterprise/business ▪ Experience of developing an Equality Charter ▪ Knowledge of the LGBT Youth Scotland Charter

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 ▪ Excellent project management skills, including the ability to work with a number of outcomes and stakeholders ▪ Conscientious approach to meeting deadlines and delivery of work to meet the needs of supporters and other stakeholders ▪ Effectively working with the wider organisational team
Personal effectiveness	<ul style="list-style-type: none"> ▪ Excellent written and communication skills ▪ Ability to articulately and confidently communicate with others to convey key messages ▪ Ability to build effective relationships with colleagues, external stakeholders and supporters ▪ Positive attitude with the ability to work on your own initiative to achieve results ▪ Excellent organisational skills

Person centred	<ul style="list-style-type: none"> ▪ A respect for LGBTI young people ▪ Awareness of the issues which can affect LGBTI young peoples' lives ▪ Ability to work with supporters to match their needs to the needs of the organisation ▪ Commitment to meaningful youth participation and engagement
Working practices	<ul style="list-style-type: none"> ▪ Able and willing to travel across Scotland to deliver work ▪ Ability to work flexible hours (including evenings), with a time off in lieu (TOIL) system ▪ Commitment to individual rights, equality, and anti-discriminatory practice