

## JOB DESCRIPTION

### LGBT Charter Programme Delivery Officer

<b>Closing Date:</b>	Tuesday 21 <sup>st</sup> June <b>(12pm)</b>
<b>Interview Dates:</b>	Tuesday 28 <sup>th</sup> June <b>(Digitally)</b>
<b>Contract Details:</b>	<p>Salary: £25,401 - £28,122 per annum</p> <p>Permanent position</p> <p>Full-time 37hrs per week. 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>

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](http://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:**

The LGBT Charter Programme Delivery Officer 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 is passionate about working with schools and organisations to support them in taking a holistic approach towards better LGBT inclusion. You will have strong organisational and communication skills as you will also be delivering training and building relationships to extend our reach. You will play a pivotal part in helping the LGBT Charter grow sustainably and with impact. This is a new position, and you will be part of a growing and supportive team who are all passionate about the future of the programme.

Your employment will be confirmed after successful interview and any necessary checks including 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 Education Manager, Michelle McCartney at [michelle.mccartney@lgbtyouth.org.uk](mailto:michelle.mccartney@lgbtyouth.org.uk) prior to applying.

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

We look forward to receiving your application.

**Michelle McCartney**  
**Education Manager**

## Role Information

### Conditions

- **Job Title:** LGBT Charter Programme Delivery Officer
- **Contract:** Permanent
- **Pay:** £25,401 - £28,122 per annum, (dependent on experience). Full-time salary represented, pro-rata for part-time staff.
- **Location:** Glasgow or Edinburgh with hybrid working. Travel across Scotland as required.
- **Hours:** Full-time 37hrs per week (part-time hours as low as 30hrs per week will also 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 up to two days after three years length of service (pro-rata for part-time staff). Up to three days leave to volunteer for another organisation.

### How to apply:

Visit [www.lgbtyouth.org.uk/jobs/vacancies](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 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](mailto: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.

Shortlisted candidates will be invited for an interview held digitally.

**For more information or guidance on this position contact:** [michelle.mccartney@lgbtyouth.org.uk](mailto:michelle.mccartney@lgbtyouth.org.uk).



## ROLE PROFILE

<b>Role Title:</b>	LGBT Charter Programme Delivery Officer	<b>Team:</b>	National Programmes
		<b>Location:</b>	Based in Glasgow or Edinburgh, with hybrid working
<b>Pay:</b>	£25,401 - £28,122 per annum (dependent on experience). Full-time salary represented, pro-rata for part-time.	<b>Reports to:</b>	<b>Agreed by:</b> Mhairi Crawford
<b>Contract:</b>	Permanent	Education Manager	<b>Date:</b> May 2022
<b>Hours:</b>	Full-time, 37hrs per week. (part-time hours as low as 30hrs per week will also be considered).		
<b>Core Purpose of the Role:</b> <ul style="list-style-type: none"><li>• To deliver the LGBT Charter programme throughout Scotland taking a whole-organisation or whole-school approach with clients</li><li>• Support the running, innovation, and improved practice across the LGBT Charter programme internally and externally focused</li></ul>			
<b>Principal Responsibilities:</b> <ul style="list-style-type: none"><li>• To manage and work in partnership with schools and organisations to deliver the LGBT charter programme nationally</li><li>• To assist in running the LGBT Charter training programme supporting the learning package, including facilitating and moderating workshops</li><li>• To support the LGBT Charter team in evaluation</li><li>• To support the LGBT Charter team in the creation of resources and materials for schools and organisations</li><li>• To support the LGBT Charter team to showcase innovation and improved practice in LGBTI inclusive education and in LGBTI inclusive organisations</li><li>• To deliver work that supports the implementation of LGBT Youth Scotland's 'Strategy for a Sustainable Future'</li><li>• 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</li><li>• To attend team meetings, supervision and other meetings as required</li><li>• To carry out such other duties as agreed with the organisation</li></ul>			



## CANDIDATE SPECIFICATION

	Essential	Desirable
<b>Education &amp; Qualification</b>	<ul style="list-style-type: none"> <li>Successful professional or volunteer experience in project management, training and/or national programme development</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in Teaching or a similar discipline such as Community Education or Social Work</li> <li>Vocational qualification in training</li> </ul>
<b>Experience, Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>Comfortable working with a range of online tools and platforms, or able to learn quickly.</li> <li>Experience of delivering training/ facilitation</li> <li>Experience working with schools and/or third sector and/or commercial organisations</li> <li>Excellent at communicating with a range of stakeholders</li> <li>Experience of effective partnership work</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using Moodle, Donorfy, Microsoft 365 or other learning platforms and CRMs</li> <li>Knowledge of LGBTI young people’s experiences of life in Scotland</li> <li>Experience of working with schools and education bodies or knowledge of the Scottish education system</li> <li>Knowledge and understanding of human rights and children and young people’s rights in Scotland</li> <li>Committed to inclusivity and an understanding of diverse backgrounds beyond your lived experience</li> </ul>

Critical Personal Attributes	
<b>Delivering results</b>	<ul style="list-style-type: none"> <li>Highly organised with a commitment to effective planning, delivery, monitoring and evaluation of work</li> <li>Highly motivated and able to champion equalities work and LGBTI inclusion</li> <li>Conscientious approach to meeting deadlines and delivery of work to meet the needs of the LGBT Charter</li> <li>Working with and utilising other colleagues and volunteers</li> </ul>
<b>Personal effectiveness</b>	<ul style="list-style-type: none"> <li>Excellent written and presentation skills</li> <li>Excellent organisation skills with a keen eye for detail</li> </ul>



	<ul style="list-style-type: none"><li>• Ability to articulately and confidently communicate with others to convey key messages</li><li>• Ability to build effective relationships with colleagues and external stakeholders</li><li>• Comfortable and able to deal with challenging situations in a professional manner</li><li>• Ability to adapt to change, solve problems and take on new challenges</li></ul>
<b>Young Person centred</b>	<ul style="list-style-type: none"><li>• Awareness and commitment to the inclusion of young people’s voices in training and resource development</li></ul>
<b>Working practices</b>	<ul style="list-style-type: none"><li>• Able and willing to travel across Scotland to deliver work</li><li>• Ability to work digitally and run training in a digital format</li><li>• Ability to work flexible hours (including evenings) if necessary, with a time off in lieu (TOIL) system</li><li>• Commitment to individual rights, equality, and anti-discriminatory practice</li></ul>