


JOB DESCRIPTION

Development Manager – (un)seen, (un)heard

Closing Date:	24 th October 2022 (4pm)
Interview Dates:	1 st November 2022 (Digitally)
Contract Details:  <small>Made possible with</small> Heritage Fund	Salary: £28,977 - £31,563* per annum FTE (pro-rata for part-time) Part time: 25 hours per week Fixed term: to September 2025 Location: Hybrid working (a combination of working from home and an office base in either Glasgow or Edinburgh) * Cost of living increase discussions currently in progress

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 50 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.

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 our new social history project, (un)seen, (un)heard, you will have an important role in capturing, collating and conserving the lived experience of LGBTI young people throughout Scotland. Working with our own experienced teams and partner organisations, you will lead collaboration with current and former young people to create an archive of stories told in the first person, filling a gap in the national archives and creating a more complete and authentic picture of LGBTI life in Scotland.

Working with current and former young people and the Communications Officer, you will be responsible for developing a planned approach to expanding our first-person story archive, and ensuring that it is preserved in engaging multi-media formats, building these into an annual exhibition and a permanent archive within the National Libraries of Scotland.

Your employment will be confirmed after successful interview and any necessary checks including a PVG, 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:** Development Manager – (un)seen, (un)heard
- **Pay:** £28,977 - £31,563 per annum pro-rata 25 hours
- **Contract:** Fixed term to September 2025
- **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:** Part-time 25 hours per week
- **Leave:** 37 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: Development Manager – (un)seen, (un)heard	Team: Relationships & Partnerships (R&P)
Reporting to: Head of Partnerships	Location: Hybrid working, Glasgow or Edinburgh
Salary: £28,977-£31,563 FTE per annum (pro-rata for part-time)	Agreed by: Mhairi Crawford, CEO
Hours: Part-time 25hrs per week	Date: September 2022
Contract: Fixed term to September 2025	
Core Purpose of the Role: <ul style="list-style-type: none"> Plan, develop and deliver the creation of a permanent archive of LGBTI young people’s lived experience. This role will work alongside young people as partners, creating safe and trusted spaces with our youth work team in which young people can share their first-hand experience and learn how to shape those into a permanent record of Scotland’s rich social history. 	
Principal Responsibilities: <ul style="list-style-type: none"> To manage <i>(un)seen, (un)heard</i>, ensuring work is delivered to a high standard, on time, on target with measurable impact To oversee the development and delivery of the project: <ul style="list-style-type: none"> Supporting Youth Work teams to capture current and former young people’s lived experience Establish and coordinate partnerships with relevant organisations Coordinate and record inter-generational workshops Coordinate a digital exhibition to be shown concurrently across Scottish Venues Coordinate work with CHARM and National Library Archivists Develop learning opportunities for young people to increase their knowledge of storytelling, exhibiting and archiving Create a plan to 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 Safeguarding and the GDPR
- 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 build capacity within the organisation and highlight the impact of our work

CANDIDATE SPECIFICATION

	Essential	Desirable
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> ▪ Experience of developing social history projects ▪ 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 individuals ▪ Experience of facilitating community workshops ▪ Understanding of the importance of Heritage 	<ul style="list-style-type: none"> ▪ Experience of developing an archive ▪ Third sector experience ▪ Experience of working with young people ▪ Experience of project leadership and financial management ▪ Knowledge and understanding of human rights ▪ Knowledge of LGBTI Social History

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

	<ul style="list-style-type: none"> ▪ 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