

# Role Profile

<b>Role title</b>	<b>Community Project Coordinator</b>
<b>Responsible to</b>	Executive Director
<b>Responsible for</b>	Volunteers
<b>Hours per week</b>	<b>24 hours</b> per week (part-time) to be worked flexibly
<b>Salary</b>	£26,000 (pro rata, based on a 36-hour week)
<b>Funder</b>	This post is funded by the National Lottery Heritage Fund to March 2026

## About Lavender Menace Queer Books Archive

The Lavender Menace Queer Books Archive has grown out of Scotland's first LGBT+ bookshops, Lavender Menace (1982-87) and West & Wilde (1987-97). They sold what we now call queer books – by, about or for LGBT+ people – at a time mainstream bookshops would not stock them. The bookshops also provided openly queer meeting places, where LGBT+ people were able to connect and felt affirmed and welcomed.

Bob Orr and Sigrid Nielsen, the owners of the original Lavender Menace Bookshop, in 2019 founded the Lavender Menace Queer Books Archive to keep this valuable LGBT+ book heritage alive, and share it with the community. Through its amazing collection of books, the archive tells the story of queer people's resistance, and the rise of what is now known as 'queer pride'. These books told the stories of queer lives; they were written honestly and positively for the first time, and they changed lives.

## Main Purpose of Role

This post represents a unique opportunity to play a key role in the development of Edinburgh's Lavender Menace Queer Books Archive.

The post holder will be responsible for the delivery of Lavender Menace's Community Heritage Project activities, which aim to engage the LGBT+ community with the archive's heritage and promote understanding of the early years of an out and proud queer community.

The Community Project's key activities are:

- **The Archive:** to provide the LGBT community with regular access to the queer books archive, focused on books spanning the 1970-2000 period.
- **Author readings and events:** to deliver a programme of in-person and online events, run with a range of partners, which connect people to the archive's collection and this heritage.
- **Discussion and reading groups:** to run groups and classes developed around particular themes in the collection and/or aimed at different sections of the LGBT community (e.g. older lesbians reading group, trans representation).
- **Volunteering programme:** to work with a team of volunteers involving them in all aspects of the archive's work including community outreach, comms and social media, groups and events.

These activities build on the work Bob and Sigrid have developed with the team of volunteers. The post holder will thus be able to tap into their experience, contacts and know-how in taking this work forward.

In addition, over the course of Year 2 and Year 3 the plan is to run a small-scale **Oral History Project and Exhibition**, focused on the impact and legacy of the Lavender Menace and West & Wilde Bookshops, which operated in Edinburgh 1982-97. We will be seeking partners and additional funding to help deliver this project.

The Archive is based at St Margaret's House (Edinburgh Palette) Room G25c, 151 London Road, Edinburgh, EH7 6AE). The post holder is expected to be based there during a substantial proportion of their working week (working pattern to be agreed in discussion with their line manager). The Community Project activities will largely be delivered at St Margaret's House.

### Principal Responsibilities

The Lavender Menace Queer Books Archive Community Project will stimulate the involvement of the LGBT+ community with the archive's heritage, bringing to life and promoting the authors, books and history of those times, to audiences old and new. Its programmes will create safe and affirming spaces for the community to come together and connect with its history.

The postholder will work collaboratively with the volunteers, Directors, community members, partners and stakeholders to ensure we are able to deliver an inclusive and vibrant offer to the community.

The Community Project Coordinator's main duties and responsibilities will be to:

- 1 Be responsible for all aspects of the Community Project ensuring consistent and effective delivery of all aspects of the programme.
- 2 Act with a high degree of autonomy, initiative and flexibility, taking a lead role in programme development and continual improvement.
- 3 Work closely with community members to ensure that the project is responsive to the needs of all individuals and the entire LGBT+ community.
- 4 Work in partnership with a range of groups and organisations to deliver the programme of readings, groups and events.
- 5 Be responsible for the recruitment, training, support and supervision of volunteers, ensuring their involvement in all the Community Project's activities.
- 6 Identify and implement a range of monitoring and evaluation tools to clearly demonstrate the impact of activities, including volunteering.
- 7 Work closely with volunteers to ensure the promotion of the Community Project's activities through social media and other platforms.
- 8 Work closely with the Directors to ensure the agreed outcomes of the project are achieved.
- 9 Prepare a range of written and verbal progress reports, including quarterly internal reports, and contribute to reports to the funder.
- 10 Attend relevant meetings, training and events as part of continuing professional development.
- 11 Undertake regular supervision and annual appraisal.
- 12 Work as part of the Lavender Menace Queer Books Archive team and in accordance with the organisation's policies and procedures.
- 13 Work occasional evenings and weekends to ensure programme delivery and attend meetings and other functions as required, for which time off to be taken in lieu.
- 14 Occasionally carry out any other duties 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

Skills / Attributes	Essential (E) / Desirable (D)
<b>Experience / Qualifications</b>	
Qualification in or experience of delivering community development / community-based project and / or events	E
Experience of hosting or facilitating a range of in-person / online events and groups	E
Experience of recruiting, inducting, supporting and motivating a team of volunteers	E
Experience of collecting and collating feedback and evaluation data	E
Experience of working with community members to shape and develop a project to ensure it meets community need	D
Experience of supporting individuals who are vulnerable and/or experiencing emotional distress	D
Experience in managing project spending and monitoring a budget	D
Experience of service promotion and social media to promote events	D
<b>Knowledge / Understanding / Skills / Abilities</b>	
Understanding of, and commitment to, diversity, human rights and addressing inequalities	E
Knowledge of the books and magazines in the Lavender Menace Archive collection or of the LGBT+ history of the period.	D
Cultural competence in relation to working with LGBT people, and good understanding of the diverse experiences and needs of the LGBT+ community.	E
Non-judgmental, empathetic, with ability to work sensitively with a wide variety of people from different communities, identities and backgrounds.	E
Ability to work as part of a team as well as using own initiative.	E
Ability to be self-administering in terms of IT and highly computer literate (Outlook, Zoom, websites and blogs, social media, online apps).	E
Excellent verbal and communication skills.	E
Flexible attitude to the demands of the post and the needs of the organisation.	E
Motivation, enthusiasm, pro-active and solution-focused, with positive approach to working with partnerships.	E
Punctual, reliable and with high degree of integrity.	E