

## JOB DESCRIPTION

### Youth and Community Development Officer (Supporting our youth work in the West)

<b>Closing Date:</b>	Monday 17th April at 9AM
<b>Interview Date:</b>	Wednesday 26 <sup>th</sup> April in Glasgow
<b>Contract Details:</b>	Permanent Part-Time, 30 hrs per week £27,052 - £29,950 FTE per annum (pro rata for part-time staff) dependent on experience Hybrid working (a combination of working from home and a local workspace based in Glasgow)

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March 2023

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland.

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 are a valued and influential partner in LGBTI equality and human rights.

Every year we deliver over 800 youth group sessions and 1500 one-to-one support sessions, including digital to more than 1000 young people. To enable us to deliver our work for young people we have a team of around 45 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.

#### **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.

With need for our services increasing, we are responding by focusing our activities on where we can have greater impact, driven by evidence. Supporting our staff and volunteers to be healthy, safe, and happy in their roles is central to this. 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. We are committed:

- ➔ 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.

### **Your New Role:**

As the Youth and Community Development Officer, based in Glasgow, your role will play an important part in helping us deliver our youth work provision in the West.

This is an exciting opportunity to provide high quality youth work, through youth groups and one to one support to LGBTI young people, empowering them to achieve their potential. We are looking for a skilled individual who can help us deliver our service provision, ensuring that we are sustaining a safe space for young people.

As this post involves direct work with young people, you will be required to obtain PVG scheme membership through Disclosure Scotland if successful at interview. The Charity will complete these checks with you. Your employment will be confirmed after successful completion of this and any other necessary checks including 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 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 [anya.keenan@lgbtyouth.org.uk](mailto:anya.keenan@lgbtyouth.org.uk) for an informal conversation prior to applying.

We look forward to receiving your application.

**Anya Keenan**  
**Youth Work Manager West**

## Terms & Conditions

- ➔ **Job Title:** Youth and Community Development Officer West
- ➔ **Contract:** Permanent
- ➔ **Annual Pay:** £27,052 - £29,950 FTE (pro-rata for part-time)
- ➔ **Location:** Hybrid working (a combination of working from home and our office in Glasgow)
- ➔ **Hours:** 30 hours per week
- ➔ **Leave:** 35 days per annum, inclusive of 10 days over Christmas and New Year (pro rata for part-time staff)
- ➔ **Probation:** 6-month probation period
- ➔ **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.

## Equality Statement

LGBT Youth Scotland embraces and celebrates diversity and equal opportunity for all. The more inclusive we are, the better we can make Scotland for LGBTI young people. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. It also better reflects the young people and society we support.

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 young people's experience and outcomes are positive and that there is an inclusive working environment for all staff and volunteers. We support flexible working arrangements and adjustments where needed.

**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 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](mailto: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 in Glasgow.

**For information or guidance on this position contact:**

[anya.keenan@lgbtyouth.org.uk](mailto:anya.keenan@lgbtyouth.org.uk)

## ROLE PROFILE

<b>Role Title:</b> Youth and Community Development Officer West	<b>Team:</b> Youth Work West <b>Location:</b> A hybrid combination of homeworking and the office base in Glasgow	
<b>Pay:</b> £27,052 - £29,950 FTE per annum (pro-rata for part-time) <b>Hours:</b> 30 hours per week	<b>Reports to:</b> Anya Keenan Youth Work Manager West	<b>Agreed by:</b> Nicola Booth Head of Youth Work <b>Date:</b> 17.3.23
<b>Core Purpose of the Role:</b> <ul style="list-style-type: none"> <li>To deliver direct youth work to LGBTI young people through youth group programmes and through individual one to one support</li> <li>To work as part of the Youth Work Team to participate in events, projects and community development activities</li> <li>To work in partnership with key local stakeholders and to be responsible for the development of our work with LGBTI young people, groups and networks in the West</li> </ul>		

<b>Principal Responsibilities:</b> <ul style="list-style-type: none"> <li>To plan and facilitate group programmes, projects, and events for and with young people in line with agreed funding outcomes</li> <li>To co-ordinate our youth work services in the local area</li> <li>To deliver one to one support for young people using an asset based coaching approach</li> <li>To participate in partnership work to create opportunities for LGBTI young people and to maintain a working knowledge other organisation's services in order to refer and signpost young people</li> <li>To record and evaluate the work using the appropriate methods and contribute to funding applications and reports</li> <li>To supervise volunteers who support the West services</li> <li>To raise the profile of LGBT Youth Scotland's work in the area by linking into networks and forums.</li> </ul> <b>Responsible Standards:</b> <ul style="list-style-type: none"> <li>To ensure that our work is of the highest possible quality and that it impacts positively on LGBTI young people.</li> <li>To demonstrate exemplary leadership internally, and be recognised as good ambassador externally.</li> <li>To work in line with the principles, values and standards in community learning and development.</li> <li>To understand and abide by the policies of the organisation including Health and Safety, Equality, Diversity &amp; Human Rights, Confidentiality, and the Protection of Children and Adults at Risk.</li> <li>To carry out such other duties as agreed with the organisation.</li> </ul>
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## CANDIDATE SPECIFICATION

	Essential	Desirable
<b>Education &amp; Qualification</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent experience in a relevant area</li> </ul>	<ul style="list-style-type: none"> <li>Degree in Community Education, Social Work, Teaching or a similar discipline</li> </ul>
<b>Experience, Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>Experience of supporting and working with young people</li> <li>An understanding of community learning and development within the youth work sector</li> <li>Knowledge and understanding of equalities issues and the issues affecting LGBTI young people</li> <li>Group work experience in a setting with young people or other vulnerable groups</li> <li>Ability to work in an empathetic young person centered way</li> <li>Knowledge and understanding of safeguarding systems and processes</li> <li>Experience of using Microsoft Office applications</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of other support services for young people in the area</li> <li>Experience of involving young people in projects as peer leaders and/or consulting with young people</li> <li>Experience of supporting staff and volunteers</li> <li>Project management skills</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</li> <li>• Conscientious approach to meeting deadlines and delivery of work to meet the needs of young people and other stakeholders.</li> <li>• Ability to effectively record and manage sensitive information</li> </ul>
<b>Personal effectiveness</b>	<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 work with difficult situations</li> </ul>
<b>Young Person centred</b>	<ul style="list-style-type: none"> <li>• Awareness and commitment to meaningful youth participation</li> <li>• Awareness of issues which can affect young people's lives</li> <li>• Ability to work in an empathetic young person-centred way</li> <li>• Ability to prioritise issues relating to safeguarding</li> </ul>
<b>Working practices</b>	<ul style="list-style-type: none"> <li>• Commitment to individual rights, equality, and anti-discriminatory practice</li> </ul>