

## JOB DESCRIPTION

### Youth Worker (East Dunbartonshire)

<b>Closing Date:</b>	Monday 6 <sup>th</sup> November (9am)
<b>Interview Date:</b>	Monday 13 <sup>th</sup> November
<b>Contract Details:</b>	<p>Salary: £21,378 -£24,232 FTE per annum (pro rata for part-time staff) dependent on experience</p> <p>Contract: Permanent, part-time, 10hrs per week</p> <p>Location: Hybrid working (a combination of working from home and our youth space in Kirkintilloch)</p>

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October 2023

Dear Applicant,

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

**Who we are:**

We are Scotland's national charity for LGBTQ+ young people. LGBTQ+ stands for lesbian, gay, bisexual, trans, queer & questioning, and the positive '+' aims to represent and respect everyone on the gender and sexuality spectrum, including intersex.

Young people are so important – they are the future of Scotland; our future leaders, teachers and parents. Life can be tough for any young person, but LGBTQ+ young people face unique and additional barriers to achieving all they can, and that is why LGBT Youth Scotland exists. For more than 20 years we have been creating safe spaces where LGBTQ+ young people aged 13-25 can flourish; reaching their full potential in life, work and education. We believe Scotland can be a place where all young people can thrive, so we work alongside LGBTQ+ young people to remove those barriers both individually, and by amplifying collective voices to influence change.

Young people are the heart of everything we do: Through our innovative youth work which empowers young people to feel a sense of belonging, and achieve their own goals; Through our equality accreditation programme, the LGBT Charter - we ensure the places young people live, learn and work are as inclusive as possible; Through our youth participation and policy work we position young people as experts in their own lives and amplify their voices to decision makers to inform positive change.

LGBT Youth Scotland is run by a team of 49 staff, 12 Trustees and over 100 volunteers. We currently support over 1,000 young people directly across our services each year, and over 30,000 young people indirectly through the LGBT Charter.

With only 65% of respondents to the latest Life in Scotland for LGBT Young People survey telling us that Scotland is a good place to be LGBTQ+ (down from 81% in 2017, we know there is work to do, but we believe a truly inclusive Scotland is possible and that together we can make that a reality. 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 LGBTQ 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.

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 better support the young people we engage with across Scotland.

LGBT Youth Scotland is a values-led organisation. Our core values are:

- **Inclusion** – We champion young people's rights. We welcome everyone who actively works to make things better with and for young people, building a more diverse and accessible community where everyone feels valued.
- **Innovation** – We are led by the needs and views of LGBTQ+ young people to take an imaginative and creative approach in everything we do.
- **Empathy** – We listen to, learn from and empower one another which helps us actively influence positive change. We do this by being kind, honest and compassionate in our decision making.
- **Respect** – We value young people, our partners, ourselves as individuals and each other. We value and recognize the contributions, qualities and achievements we all make.

## 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 part time Youth Worker, you will play an important part in delivering our youth work programmes in Kirkintilloch.

This is an exciting opportunity to provide high quality youth work to LGBTQ+ young people through youth groups and one to one support, empowering them to achieve their potential. We are looking for a skilled youth worker who can help us ensure that we are sustaining a safe and welcoming 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 voluntary capacity.

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 [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 of Scotland**

## Role Information

### Terms & Conditions

- ➔ **Job Title:** Youth Worker (East Dunbartonshire)
- ➔ **Contract:** Permanent
- ➔ **Annual Pay:** £21,378 -£24,232 FTE (pro-rata for part-time)
- ➔ **Location:** Hybrid working (a combination of working from home and our youth space in Kirkintilloch)
  
- ➔ **Hours:** Part-time, 10 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.

### 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 person either at our premises in Glasgow or at our youth space in Kirkintilloch (TBC)

**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 Worker (East Dunbartonshire)	<b>Team:</b> Youth Work (West) <b>Location:</b> A hybrid combination of homeworking and the youth space in Kirkintilloch	
<b>Pay:</b> £21,378 -£24,232 FTE per annum (pro-rata for part-time) <b>Hours:</b> 10 hours per week	<b>Reports to:</b> Youth Work Manager (West)	<b>Agreed by:</b> Nicola Booth <b>Date:</b> 20 <sup>th</sup> September 2023
<b>Core Purpose of the Role:</b> <ul style="list-style-type: none"> <li>To deliver direct youth work to LGBTQ+ 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> </ul>		

### Principal Responsibilities:

- To plan and facilitate group programmes, projects, and events for and with young people in line with agreed funding outcomes
- To deliver one to one support for young people using an asset based coaching approach
- To participate in partnership work to create opportunities for LGBTQ+ young people and to maintain a working knowledge other organisation's services, in order to refer and signpost young people
- To record and evaluate the work using the appropriate methods and contribute to funding applications and reports.
- To supervise volunteers who support the services
- To maintain a working knowledge of our own and other organisation's services, to refer service users to the most appropriate opportunity
- To raise the profile of LGBT Youth Scotland's work in the area by linking into networks and forums as directed by the Youth Work Manager

### Responsible Standards:

- To ensure that our work is of the highest possible quality and that it impacts positively on LGBTI young people.
- To demonstrate exemplary leadership internally and be recognised as good ambassador externally.
- To work in line with the principles, values and standards in community learning and development.
- To understand and abide by the policies of the organisation including Health and Safety, Equality, Diversity & Human Rights, Confidentiality, and the Protection of Children and Adults at Risk.
- To carry out such other duties as agreed with the organisation.



## 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 LGBTQ+ 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>