

JOB DESCRIPTION

Youth and Community Development Officer (Supporting our youth work across the Highlands)

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| Closing Date: | Friday the 28 th of June 2024 at 4pm |
| Interview Date: | Tuesday the 9 th of July 2024 |
| Contract Details: | <p>Salary: £27,323 - £30,250 (FTE 37hrs, pro-rata for part-time staff)</p> <p>Contract: Permanent, Part-Time, 30hrs per week</p> <p>Location: Hybrid working (a combination of working from home, community based across the Highlands and delivering the youth group in Inverness)</p> |

June 2024

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, 7 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* (2022) 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 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.

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.

This Role:

As the Youth and Community Development Officer, you will play an important part in delivering our youth work programmes in the Highlands.

This is an exciting opportunity to provide high quality youth work to LGBTQ+ young people, by ensure that we are sustaining a safe and welcoming space, through youth groups and 1:1 asset-based-coaching, empowering them to achieve their potential. We are looking for a skilled youth worker who can plan, deliver and evaluate a rolling programme of youth groups which are youth-led and aligned to the National Youth Work Outcomes. Partnership working is key to this role to create opportunities for LGBTQ+ young people to flourish and thrive in every aspect of their lives.

Your employment will be confirmed after successful short-listing, interview and any necessary checks including a PVG 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 nicola.booth@lgbtyouth.org.uk for an informal conversation prior to applying.

We look forward to receiving your application.

Nicola Booth
Head of Youth Work

Role Information

Terms & Conditions

- ➔ **Job Title:** Youth and Community Development Officer
- ➔ **Contract:** Permanent
- ➔ **Annual Pay:** £27,323 - 30,250 (pro-rata for part-time)
- ➔ **Location:** Hybrid working (a combination of working from home, across the Highlands, community based and delivering the youth group in Inverness)
- ➔ **Hours:** Part-time, 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. 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.

How to apply:

Visit www.lgbtyouth.org.uk/caereers 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 in Inverness.

For information or guidance on this position contact: nicola.booth@lgbtyouth.org.uk

ROLE PROFILE

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| Role Title: Youth and Community Development Officer | Team: Youth Work North Location: A hybrid combination of homeworking and across the Highlands | |
| Pay: £27,323 - 30,250 per annum (pro-rata for part-time) Hours: Part-time, 30 hours per week | Reports to: Nicola Booth, Head of Youth Work | Agreed by: Nicola Booth, Head of Youth Work Date: June 2024 |
| Core Purpose of the Role: <ul style="list-style-type: none"> To deliver direct youth work to LGBTQ+ young people through youth group programmes, projects, community development activities and through individual one to one support To work in partnership with key local stakeholders and to be responsible for the development of our work with LGBTQ+ young people, groups and networks across the Highlands. To support partners across the region, enabling them to better support LGBTQ+ young people through their existing services. | | |
| Principal Responsibilities: <ul style="list-style-type: none"> Plan, deliver and evaluate a weekly youth group that has a positive impact for LGBTQ+ young people. Provide one to one support to LGBTQ+ young people using an asset-based-coaching model. Work with local and national partners to create new opportunities for young people and strengthen referral pathways across the Highlands. Lead on planning, delivering and evaluating events, trips and projects that provide opportunities for LGBTQ+ young people to flourish and thrive. Monitor and evaluate youth work activities and produce quarterly written reports. Effectively support and motivate volunteers; supporting them to plan, perform and develop their skills and knowledge. Raise the profile of LGBT Youth Scotland's work in the area by promoting our services through relevant networks and forums. Identify areas of local demand for specialised youth work, consult with young people, so that they can shape future services to best meet their needs. | | |

- Develop your practice according to the principles, values and standards in community learning and development.
 - Contribute to key organisational priorities outlined in LGBT Youth Scotland's Strategy and other tasks as required.
 - To carry out such other duties as agreed with the organisation.
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- Work within LGBT Youth Scotland's framework of policies and procedures, particularly in relation to Health & Safety, Safeguarding, Equality, Diversity & Human Rights.

CANDIDATE SPECIFICATION

| | Essential | Desirable |
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| Education & Qualification Experience, Knowledge and Expertise | <ul style="list-style-type: none"> • Educated to degree level or equivalent experience in a relevant area • At least 2 years of professional / voluntary experience in community or youth work. • Experience of supporting and working with young people. • An understanding of community learning and development within the youth work sector. • Knowledge and understanding of equalities issues and the issues affecting LGBTQ+ young people. • Group work experience in a setting with young people or other vulnerable groups. • Ability to work in an empathetic, person-centred way. • Knowledge and understanding of safeguarding systems and processes. • Experience of using Microsoft Office applications. | <ul style="list-style-type: none"> • Knowledge of other support services for young people in the area • Experience of involving young people in projects as peer leaders and/or consulting with young people • Project management skills • Experience of supporting staff and volunteers |

Critical Personal Attributes

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| Delivering results | <ul style="list-style-type: none"> • Highly organised with a commitment to effective planning, delivery, monitoring, and evaluation. • Conscientious approach to meeting deadlines and delivery of work to meet the needs of young people and other stakeholders. • Ability to effectively record and manage sensitive information. |
| Personal effectiveness | <ul style="list-style-type: none"> • Ability to articulately and confidently communicate with others to convey key messages. • Ability to build effective relationships with colleagues and external stakeholders. • Comfortable and able to work with challenging situations. |
| Young Person centred | <ul style="list-style-type: none"> • Awareness and commitment to meaningful youth participation. • Awareness of issues which can affect young people's lives. • Ability to work in an empathetic young person-centred way. • Ability to prioritise issues relating to safeguarding. |
| Working practices | <ul style="list-style-type: none"> • Commitment to individual rights, equality, and anti-discriminatory practice. |