

JOB DESCRIPTION

Research Officer

Closing Date:	Wednesday 7 th August (9 am)
Contract Details:	<p>Contract: Permanent, full time, 37 hours per week</p> <p>Salary: £27,323 to £30,250 FTE per annum dependent on experience</p> <p>Location: Hybrid working (a combination of working from home with occasional meetings in our office in Glasgow or Edinburgh). Occasional travel within Scotland may be required.</p>
Interview Date:	Wednesday 21 st August at our Glasgow office

4th July 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 50 staff, 10 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:

We are looking for an enthusiastic, experienced and innovative person to help LGBT Youth Scotland deliver on our next Life in Scotland report and help drive the charity's research function.

As the Research Officer you will join our Policy, Participation and Research Team. Your role will be multi-faceted and see you working with colleagues across the organisation as well as external stakeholders.

There are three main strands to the role:

1. A central part of the role is in reviewing the last cycle of our 'Life in Scotland' research project, and work towards delivering 'Life in Scotland for LGBT Young People 2027'. This research project is pivotal to the work we undertake across the country and provides the evidence we need to call for national and local change to help make Scotland the best place it can be for LGBTQ+ young people. You will be required to review the impact and reach of the latest version and thematic 'deep-dives' internally and

- externally, review the questions used and suggest ways to update them without impacting on questions in order that we are able to track trends over time.
2. Working with colleagues across the organisation to hone and improve our data collection methodologies. For example, working with our LGBT Charter for Education colleagues to help interpret participant feedback to consider and recognise themes, trends and future developments, as well as pulling out pertinent quotes from participants.
 3. Coordinating our engagement with external researchers, academics, and other third-sector participants

Your employment will be confirmed after successful short-listing, interview and any necessary checks including a basic 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 us for an informal conversation prior to applying.

We look forward to receiving your application.

A handwritten signature in black ink that reads 'Paul Daly'. The signature is fluid and cursive, with a large loop at the end.

Paul Daly
Policy, Participation and Research Manager

Role Information

Terms & Conditions

- **Job Title:** Research Officer
- **Contract:** Permanent
- **Annual Pay:** £27,323 - £30,250
- **Location:** Hybrid working (a combination of working from home with occasional meetings in our offices in Glasgow or Edinburgh)
- **Hours:** Full-time, 37 hours a 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.
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/careers 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 our Glasgow office on Wednesday 21st August.

For information or guidance on this position contact: paul.daly@lgbtyouth.org.uk

ROLE PROFILE

Role Title: Research Officer	Team: Policy, Participation and Research Location: A hybrid combination of homeworking and office based in either Glasgow or Edinburgh	
Contract: Permanent, full-time Pay: £27,323 to £30,250 FTE per annum (pro-rata for part-time) Hours: 37 hours per week	Reports to: Paul Daly, Policy, Participation and Research Manager	Agreed by: Cara English Date: 3 rd July 2024
Core Purpose of the Role: <ul style="list-style-type: none"> • Ensure that our 'Life in Scotland' research is developed, delivered in time within the 5-yearly cycle, and delivers measurable impact • Collaborating with colleagues across the organisation to hone our data collection and draw on themes from other discrete projects, as well as responding to unmet needs from our own research • Coordinating our engagements and outputs with external researchers, academics, and other third-sector stakeholders 		

Principal Responsibilities:

- 'Life in Scotland':
 - Working with the Policy, Participation and Research Manager, understanding how best to take on direct responsibility for delivery of next iteration of Life in Scotland, due in early 2027, including data collection, analysis and report writing
 - To review the last cycle of the long running research project 'Life in Scotland for LGBT Young People', assessing impact and ways it could be improved via audit
- Research and analysis within LGBT Youth Scotland:
 - Supporting colleagues across teams to interpret participant feedback for themes, extract quotes and perform qualitative analysis, as well as helping facilitate deeper understanding and analysis of quantitative data within teams

- Working with colleagues to ensure data, facts, quotes, from the young people who engage in our services are reasonably and responsibly gathered and stored
- Working with colleagues to build a streamlined and uniform process of data collection for all of the Charity's projects
- Work with the wider team to ensure data collected and stored is done so in line with GDPR regulations
- Recording and measuring the impact of our research outputs and engagements
- External engagement:
 - Acting as liaison between the Charity and external researchers, academics, and third-sector organisations
 - Attending external meetings where relevant to feed in information from LGBT Youth Scotland and learn from colleagues across sectors

Key Priorities for next 12/24 months:

- Life in Scotland:
 - Review previous published 'Life in Scotland' reports, with research published in 2022, 2017, 2012 and 2007
 - Undertake a literature review of similar studies in Scotland and across the world, assessing methodology and information gathered
 - Assess recurring questions and ensure they reflect current values and language without impacting on cross year comparisons
 - Prepare for data collection
- Research and analysis within LGBT Youth Scotland:
 - Performing a mini audit of research and participation already taking place within the Charity and, working with colleagues, forming a process as to how this can be bested
 - Develop systems and processes to support the research function within LGBT Youth Scotland

Responsible Standards:

- 'Life in Scotland':
 - Develop bespoke questions for 2026, as required
 - Work across teams to review how the report is utilised internally and how it could be improved
 - Support the charity to develop methodology for reaching and engaging with LGBTQ+ young people in Scotland
 - Review data returned and undertake statistical analysis of both qualitative and quantitative responses
 - Present key findings and trends, and map these with responses in previous iterations
 - Present a first draft of the final report for evaluation, and develop a final draft with recommendations, developed in tandem with the Policy, Participation and Research Manager
- To ensure that our work is of the highest possible quality and that it impacts positively on LGBTQ+ young people.
- To demonstrate exemplary standards internally, and be recognised as a 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
Education & Qualification	<ul style="list-style-type: none"> Educated to degree level or equivalent experience in a relevant area such as research and data analysis 	<ul style="list-style-type: none"> Postgraduate research experience
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> Experience of undertaking large scale research projects in an academic or third-sector setting Experience of designing surveys to yield the most representative data Experience of statistics and statistical packages for analysing datasets (eg SPSS, Power BI, Qualtrics, etc) and the Microsoft Office suite Experience of producing reports and presenting findings to different audiences Demonstrable analytical skills to be able to collect, organise and understand large data sets Attention to detail and eye for accuracy Knowledge of equalities issues and the issues affecting LGBTQ+ young people. 	<ul style="list-style-type: none"> Experience of working within GDPR regulations and requirements Ability to use own initiative and work well both within a team Experience of working with LGBTQ+ young people, undertaking research to help identify and support wider community needs Experience of working in the third sector Experience of engaging with audiences via social media to encourage research participation An understanding of youth work principles

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
Critical Personal Attributes	
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 communication with others to convey key messages • Ability to build effective relationships with colleagues and external stakeholders • Comfortable and able to work with difficult situations