

JOB DESCRIPTION

Participation Manager

Closing Date:	Friday 7 th February 5pm
Contract Details:	<p>Permanent, full-time, 37hrs per week (open to discussion of 0.8FTE, 30hrs per week)</p> <p>Salary: £32,561 to £35,024 FTE per annum (pro rata for part-time staff) dependent on experience</p> <p>Hybrid working (a combination of working from home and our spaces)</p>

January 2025

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:

In this new role, the Participation Manager will be part of the Policy, Participation and Research (PPR) Team, working to continue, hone, and widen the scope of our youth participation work. You will be managed by the Head of Policy, Participation and Research, and you will in turn manage several Participation and Development Officers.

The PPR team is a small but important one within LGBT Youth Scotland, through which the charity's external policy engagement work, internal and external research (including our longstanding Life in Scotland report), and our youth participation work is undertaken. The Participation function is where our national youth voice and engagement work takes place, including our Youth Commissions and Youth Reference Group. We work closely with colleagues in the team as well as across the organisation to share learnings and impact, and to embed practice.

This exciting new role would see your responsibilities include but not be limited to:

- Overseeing and managing the delivery of LGBT Youth Scotland's national youth participation function so that it can best upskill LGBTQ+ young



people to flourish and thrive through influencing change and build future leaders

- Direct line and task management of the Officers who oversee projects and functions within national Participation, including our Youth Commissions
- Enabling LGBTYS to be a deliverer of best practice around youth participation, enabling wider learning across sectors, as well as meaningful and measurable change amongst participants

Ideally, you will have a youth work, youth participation, or youth-centred practice background, as well as being an adept project and person manager. You will have an acute understanding of the issues facing young LGBTQ+ young people and a commitment to supporting them to use their voice in areas of work that they are impassioned about. You will be an excellent networker and communicator, building and strengthening relationships and partnerships across the sectors in which LGBT Youth Scotland work.

Your employment will be confirmed after successful short-listing, interview and any necessary checks including a PVG, 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 particularly welcome applications from: trans and/or non-binary candidates; as well as people from minoritised, racialised or marginalised ethnicities and backgrounds; and people from working class or economically disadvantaged backgrounds.

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.

Cara English
Head of Policy, Participation and Research

Role Information

Terms & Conditions

- **Job Title:** Participation Manager
- **Contract:** Permanent, full-time
- **Annual Pay:** £32,561 to £35,024
- **Location:** Hybrid working (a combination of working from home and our spaces)
- **Hours:** Full-time, 37 weeks per week
- **Leave:** 37 days per annum (35 days plus 2 additional days granted to managers), inclusive of 10 days over Christmas and New Year
- **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-person at our Glasgow office on either Wednesday 19th February or Thursday 20th February 2025.

For information or guidance on this position contact: cara.english@lgbtyouth.org.uk.

Cara English, Head of Policy, Participation and Research will be available Thursday 23rd January throughout the day to discuss the role with any potential applicant. Please email to arrange a 15-minute slot.

ROLE PROFILE

Role Title: Participation Manager	Team: Policy, Participation and Research (PPR) Location: Hybrid working (a combination of working from home and our spaces)	
Contract: Permanent, full-time Pay: £32,561 to £35,024 Hours: 37 hours per week	Reports to: Cara English, Head of Policy, Participation and Research	Agreed by: Mhairi Crawford Date: 06/01/2025
Core Purpose of the Role: <ul style="list-style-type: none"> To take responsibility for the effective management and delivery of LGBT Youth Scotland’s national youth participation in line with LGBT Youth Scotland’s organisational strategy Direct line and task management of the Participation Officers and Development Officers Enabling LGBTYS to be a deliverer of best practice around youth participation, enabling wider learning across sectors, as well as meaningful and measurable change amongst young people Responsibility for safeguarding of young people across national youth participation. 		

Principal Responsibilities: <ul style="list-style-type: none"> Responsible for overseeing and managing the delivery of national youth participation, ensuring that outcomes for young people are met Full line management responsibility for national youth participation services and staff, including learning and development of the staff and volunteer team Supporting budget setting and grant management for areas with direct reporting responsibility; supporting the scoping of potential funds, working with colleagues across the organisation to assist with information related to funding bids Ensuring we’re collecting qualitative and quantitative data (including narratives, information, changes effected, evidence of need and wider impact measurement) in the best possible ways, so that learnings can be best used and shared where relevant Managing relationships with funders across areas with direct reporting responsibility, ensuring reporting deadlines are met and high-quality submissions of applications are timely In tandem with colleagues within the PPR team and others across the organisation, helping bolster policy analysis and briefings on a Scotland and UK level (and, where relevant, internationally), by ensuring responses represent the views and experiences of LGBTQ+ young people as informed by our participation practice Working with others across the team and organisation, identify and support opportunities for LGBTQ+ young people to meaningfully engage with MSPs, Ministers and key decision makers; ensuring their voices are heard in decisions that affect their lives by proactively and continually mapping such opportunities Attend relevant meetings on behalf of LGBT Youth Scotland, representing the organisation and our participation practice Continually scoping opportunities for the widening of our participation (and PPR more widely) practice and the creation of further Youth Commissions and other similar opportunities
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- Ensuring implementation of LGBTYS policy and procedures, quality assurance and self-evaluation within services
- To train and support a portfolio of relevant clients as part of the delivery of the LGBT Charter programme
- Any other key pieces of work which might be deemed appropriate.

Responsible Standards:

- To ensure that our work is of the highest possible quality and that it impacts positively on LGBTQ+ young people
- To demonstrate exemplary leadership internally, and be recognised as a great ambassador for the organisation and for the PPR team, in particular 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 Safeguarding
- 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 	<ul style="list-style-type: none"> • Degree in Politics, Policy, Youth or Social Work, Research, or any similar discipline where (youth) participation is embedded
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> • At least two years' experience of direct line management of a team of people, including supporting staff and volunteers • An understanding of good approaches to leadership and management • Project management skills including delegation skills and the ability to work in complex settings with a number of outcomes, stakeholders and funders. • Direct experience of supporting and working with young people 	<ul style="list-style-type: none"> • Experience of involving young people in projects as peer leaders and/or consulting with young people • Group work experience in a setting with young people or other vulnerable groups

	<ul style="list-style-type: none"> • An understanding of youth voice and participatory methods within a youth work practice • 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 • Knowledge and understanding of safeguarding systems and processes and experience of being the Safeguarding lead • Ability to work in an empathetic young person-centred way • Experience of delivering training • Experience of using Microsoft Office applications 	
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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 	
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 	

	<ul style="list-style-type: none">• 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