



JOB DESCRIPTION

Youth & Community Development Officer (Lothian)

Supporting our Transgender Work

April 2018

Closing Date:	Thursday 17 th May , (4pm)
Interview Date:	Friday 1 st June 2018
Contract	£23,934 per annum (pro rata)
Details:	Part-Time, 21 hours per week Fixed Term to 31 st March 2019, funding dependent thereafter

April 2018

Dear Applicant,

Thank you for your interest in working for LGBT Youth Scotland. You are applying for an important role in relation to the health and wellbeing of lesbian, gay, bisexual and transgender (LGBT) young people and their participation in their local communities.

The charity's vision is that Scotland is the best place to grow up for lesbian, gay, bisexual, transgender and intersex people.

Our mission is play a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing, and to be a valued and influential partner in LGBTI equality and human rights.

LGBT Youth Scotland aims to embody its values in everything it does: in reaching out to young people and communities; in working with colleagues and partners; and in employing staff and volunteers. Our people and our values are the two most valuable assets we have in working towards our vision and strategic outcomes. We have four principal values as a charity:

- To promote equality and human rights
- To take a community learning and development approach
- To be reflective, accountable and ensure quality in what we do
- To be innovative and fun

LGBT Youth Scotland's guiding principles are to:

- Focus on sustainability in its broadest sense
- Be aspirational for young people, their wellbeing and outcomes
- Be thoughtful about the range of our partnerships
- Have fewer outcomes, greater impact

LGBT Youth Scotland's activity is grouped into three themed internal areas of work (Youth Work and Community Development, National Programmes and Business Support). This role will be part of the Youth Work and Community Development team, and will have a key focus in supporting our transgender work across Lothian.

We look forward to receiving your application.

Fergus McMillan
Chief Executive

Background Information

- ➔ **Job Title:** Youth & Community Development Officer (Lothian)
Supporting our Transgender Work
- ➔ **Location:** Edinburgh, with travel around Lothians and occasional National travel
- ➔ **Pay Grade:** £23, 934 per annum, (pro rata)
- ➔ **Hours:** Part time 21 hours per week
- ➔ **Term:** Fixed term to 31st March 2019, funding dependent thereafter
- ➔ **Leave:** 35 days annual leave (pro rata)
- ➔ **Team:** Youth and Community Development Team (East)
- ➔ **Probation:** 6 month probationary period
- ➔ **Pension:** Auto-enrolment with TPT Solutions' Flexible Retirement Plan

Who can apply?

We are committed to promoting human rights and the dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, age, race, 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.

As this post involves work with young people, you will be required to obtain PVG scheme membership through Disclosure Scotland if successful at interview. We will complete this for you. Employment will be confirmed after successful completion of this and any other necessary paperwork.

How to apply

Visit 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 diverse organisation then please also fill in the equal opportunities monitoring form which is kept separately from your application form and 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.

For more information/guidance on this position contact:

➔ Ann Marriott, Partnership Manager (East) ann.marriott@lgbtyouth.org.uk , Tel: 0131 555
3940

ROLE PROFILE

<p>Role Title: Youth and Community Development Officer</p> <p>Funded by: Lothian NHS</p>	<p>Team: Youth & Community Development Team (East)</p> <p>Location: Based in Edinburgh (with some travel across Lothian and occasional National travel)</p>	
<p>Salary: £23,934 per annum (pro rata)</p> <p>Hours: Part Time – 21 hours per week</p> <p>Term: Fixed to 31st March 2019, funding dependent thereafter</p>	<p>Reports to: Partnership Manager (East)</p>	<p>Agreed by: Fergus McMillan</p> <p>Date: April 2018</p>
<p>Core Purpose of the Role:</p> <ul style="list-style-type: none"> • To lead the delivery of a programme of youth work which targets transgender young people in Edinburgh and the Lothian's and promotes improvements in health and wellbeing. • To support young people's involvement in the planning and delivery of youth work that meets their needs. • To work as part of the Youth Programmes Lothian Team to participate in events, training and community development activity. • To work in partnership with key local stakeholders. • To build an evidence base for youth work using LGBTYS learning, planning and evaluation work 		
<p>Principal Responsibilities</p> <ul style="list-style-type: none"> • To provide goal focused support for transgender young people • To plan and facilitate group programmes, projects and events for and with young people • To deliver one to one opportunities for young people which focus on their learning and development • To develop and facilitate educational group work for and with young people • To support sessional staff and volunteers to undertake activities • To record and evaluate the work using the appropriate methods and contribute to funding applications and reports. 		

- To maintain a working knowledge of our own and other organisation's services in order to refer service users to the most appropriate opportunity
- To raise the profile of LGBT work in the area by linking into networks and forums
- To support LGBT people to have a voice in the area
- To support local outreach programmes and educational group work in mainstream youth settings
- To understand and abide by the policies of the organisation including Health and Safety, Equal Opportunities, Confidentiality, and Protection of Children and other vulnerable individuals
- To attend team meetings, supervision and other meetings as required
- To carry out such other duties as agreed with the organisation
- To submit timesheets and comply with such other administrative arrangements as required.

General Duties

- To attend team meetings, supervision and other meetings as required
- To carry out such other duties as agreed with the organisation
- To submit expenses and comply with such other administrative arrangements as required.

CANDIDATE SPECIFICATION

Role Title: Youth and Community Development Officer

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> ▪ Demonstrable study and/or training in youth and community work 	<ul style="list-style-type: none"> ▪ Educated to degree level in a relevant subject or relevant experience
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> ▪ Supporting and working with young people both individually and within groups ▪ Good knowledge and understanding of equalities issues and the issues affecting LGBT young people ▪ Good knowledge and understanding of transgender identities and the issues affecting transgender young people ▪ Good knowledge and understanding of health and wellbeing issues affecting young people ▪ Confidence using digital technology to record, communicate and plan activities ▪ Experience of supporting and working with young people ▪ Group work experience 	<ul style="list-style-type: none"> ▪ Knowledge of external young people’s support and services ▪ Knowledge of research and policy relating to health and wellbeing ▪ Experience of involving young people in projects as peer leaders and/or consulting with young people ▪ Demonstrable experience of supporting others to deliver key activities ▪ 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 ▪ Experience of delivering workshops ▪ Experience of supporting staff and volunteers ▪ Driving license

Critical Personal Attributes

Delivering results	<ul style="list-style-type: none"> ▪ Highly organised with a commitment to effective planning, delivery, monitoring and evaluation of projects ▪ Conscientious approach to meeting deadlines and delivery of work to meet the needs of young people and other stakeholders.
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	<ul style="list-style-type: none"> ▪ Ability to effectively record and manage sensitive information ▪ Ability to use digital technology to plan, record and communicate
Personal effectiveness	<ul style="list-style-type: none"> ▪ Ability to build effective professional relationships with LGBT young people, colleagues and external stakeholders ▪ Comfortable and able to work with difficult situations ▪ Ability to articulately and confidently communicate with young people, colleagues and external stakeholders
Person centred	<ul style="list-style-type: none"> ▪ Awareness and commitment to meaningful youth participation ▪ Awareness of the issues which can affect LGBT young people's lives ▪ Ability to work in an empathetic young person centred way ▪ Ability to prioritise issues relating to child protection and vulnerable adults work ▪ Ability to support volunteers to deliver quality work with young people
Working practices	<ul style="list-style-type: none"> ▪ Ability to work flexible hours (including evenings and weekends) ▪ Commitment to individual rights, equality, and anti-discriminatory practice ▪ Ability to maintain robust professional boundaries with clients