

JOB DESCRIPTION

West Youth Work Manager

Closing Date:	6 th May 2021
Interview date:	14 th May 2021
Contract Details:	Permanent, part or full time, 30 hours to 37 hours per week (for negotiation) £28,409 - £30,944 per annum (pro rata for part-time) Based in Glasgow

April 2021

Dear Applicant,

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

Who we are:

We are Scotland's national charity for LGBTI young people providing spaces for lesbian, gay, bisexual, transgender and intersex young people age 13 to 25 to explore who they are in a safe and affirming way; to unlock their potential helping them feel confident, resilient and optimistic for the future.

Our vision is to make Scotland the best place to grow up for LGBTI young people. For the last 30 years we have played a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing, and are a valued and influential partner in LGBTI equality and human rights.

Every year we deliver over 800 youth group sessions and 1500 one-to-one support sessions, including digital to more than 1000 young people. To enable us to deliver our work for young people we have a team of around 45 supported by over 100 volunteers based across the country.

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 LGBTI 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.

Our values are also important to us. We are committed to

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

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.

Your New Role:

As West Youth Work Manager, your role will play an important part in helping us deliver our services across the West of Scotland, leading a dedicated team of youth workers and volunteers. You will also

support the delivery of our LGBT Charter programme that is changing the face of Inclusive Education across Scotland through our whole school approach and organisations across the country

This is an exciting opportunity to help shape, and build, the services and team, taking responsibility for the effective management and sustainability of our youth work provision in the West of Scotland. We are looking for a skilled individual who can help us develop our service provision, ensuring that we are sustaining a safe 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 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

Terms & Conditions

- **Job Title:** West Youth Work Manager
- **Pay:** £28,409 - £30,944 per annum (pro rata for part-time staff)
- **Location:** Based in Glasgow with some travel and options for flexible working
- **Hours:** Part-time, 30 hours per week to full-time 37 hours per week
- **Leave:** 37 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. The more inclusive we are, the better we can make Scotland for LGBTI young people. We are committed to building a diverse and inclusive team which leads to better discussion, decision making and impact. It also better reflects the young people and society we support.

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 young people's experience and outcomes are positive 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/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 if you need the application form in an alternative format including large print.

Shortlisted candidates will be invited for an interview held digitally.

For more information or guidance on this position contact:

nicola.booth@lgbtyouth.org.uk



ROLE PROFILE

Role Title: West Youth Work Manager	Team: Youth Work Location: Based in Glasgow
Pay: £28,409 - £30,944 per annum pro rata Hours: Part time 30hrs per week, to full time 37 hours per week	Reports to: Nicola Booth Head of Youth Work Agreed by: Nicola Booth Date: April 2021

Core Purpose of the Role:

- To take responsibility for the effective management and sustainability of youth work services in the West in line with LGBT Youth Scotland’s organisational strategy.
- To manage the development and delivery of youth work across the West, including building and sustaining relationships with key partners across sectors.
- Responsibility for safeguarding of young people across the West.

Principal Responsibilities:

- Responsible for overseeing and managing the delivery of youth work, ensuring that outcomes for young people are met.
- Full line management responsibility for services and staff, including learning and development of the staff and volunteer team.
- Management of partnerships across all sectors within the defined area of work, working to build new, impactful relationships.
- To ensure the sustainability of services through the identification and pursuit of funding, with support from the Head of Youth Work.
- Ensuring implementation of LGBTYS policy and procedures, quality assurance and self-evaluation within services.
- Ensuring all budgets operate within monitoring and reporting arrangements.
- To work with the Head of Youth Work as directed in the development and sustainability of services and the wider organisation.
- 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 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
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 Community Education, Social Work, Teaching or a similar discipline
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> Experience of providing line management and an understanding of good approaches to leadership Project management skills, including the ability to work in complex settings with a number of outcomes, stakeholders and funders. Experience of working with young people or equivalent experience with vulnerable groups An understanding of community learning and development within the youth work sector Knowledge of equalities issues and the issues affecting LGBTI young people Experience of delivering training 	<ul style="list-style-type: none"> Experience of project development and attracting funding in the voluntary/third sector or similar Experience of service development Experience of quality improvement Experience of self-evaluation Knowledge of approaches to community learning and development



Critical Personal Attributes	
Delivering results	<ul style="list-style-type: none"> • Ability to focus staff and resources on the delivery of objectives and key outcomes • Ability to think strategically in relation to the sustainability of work in the voluntary/third sector • Creativity in managing a team of paid staff and volunteers
Personal effectiveness	<ul style="list-style-type: none"> • Articulate and confident in working with a variety of stakeholders and a wide range of professionals • Excellent writing and presentation skills • Excellent communication skills • Flexibility in approach and delivery of work
Person centred	<ul style="list-style-type: none"> • Confident dealing with young people and communities, and comfortable working with difficult situations • Ability to prioritise issues relating to child protection and the protection of adults at risk
Leadership	<ul style="list-style-type: none"> • Shows leadership in their approach to work and management, in theory and in practice • Proactive in working towards service development and continuous performance improvement • A team worker who is able to express leadership outside their own area of responsibility • Confident to lead, mentor and induct new team members