

THE DIVERSITY TRUST CIC

JOB DESCRIPTION

- Job title:** Voice & Representation Coordinator - LGBTQ+ Team
- Hours:** Full time (37.5 hours per week) - please note, the Diversity Trust is open to creative solutions that are workable to make the role as inclusive as possible
- Reports to:** Chief Executive & LGBTQ+ Team
- Responsible for:** LGBTQ+ community coordination, development and activities across South and West of England (including Bath & North East Somerset, Gloucestershire, North Somerset, Somerset and South Gloucestershire), with some wider UK-travel.
- Salary:** £35,100 (Full Time)

Outline of Role

This role is part of our LGBTQ+ Team including six other posts:

- LGBTQ+ Team Coordinator – Development and Design
- LGBTQ+ Team Coordinator – Training
- LGBTQ+ Team Coordinator – Administration
- LGBTQ+ Team Coordinator – Volunteering (currently under recruitment)
- Lead Youth Worker and Designated Safeguarding Lead
- Youth Worker

The team is non-hierarchical with coordinators sharing responsibilities for planning, designing, communicating, decision-making and implementing all our activities and outcomes. We acknowledge and embrace that each person has their own individual strengths, and this creates a cohesive and collaborative approach. We work in an environment which is inclusive of neurodiversity and where reasonable adjustments are embedded practice.

The post holder will provide activities, engagement, and support in the following areas:

1. Voice and Influence – LGBTQ+ Equality Networks

- To enhance and develop the LGBTQ+ Equality Networks the Diversity Trust hosts, including Bath & North East Somerset, Somerset, and South Gloucestershire.

- To support the steering groups and to plan and deliver online and offline events for the LGBTQ+ communities in the area.
- To work with existing LGBTQ+ Networks in Gloucestershire and North Somerset, and to work in partnership with VOSCUR and the Bristol LGBTQ+ Partnership.

The networks promote events and attend the local Pride Festivals (e.g. Bristol, Burnham, Taunton, Yeovil and Trans Pride South West) as well as hosting regular network meetings and attending partnership meetings; including strategic partnerships including with local authority, health and criminal justice including hate crime and policing.

Tasks:

- To work with local LGBTQ+ communities, and relevant agencies, to promote the networks and plan and deliver events and campaigns.
- To deliver events, training, presentations, and information sessions to local agencies and community groups. To include: planning, developing, and delivering training and information sessions for other relevant agencies. Objectives include raising awareness and use of LGBTQ+ services; promoting best practice in equality, diversity, equity and inclusion; promoting awareness of the needs of LGBTQ+ communities and enabling agencies to effectively tackle homophobia, biphobia, lesbophobia and transphobia.
- To attend relevant forums, agency meetings and meetings which contribute towards the aims of this post and the equality networks.
- To attend relevant conferences / seminars and develop the networks research and evidence base and resources and information libraries on LGBTQ+ issues and trends. As well as maintaining a database of contacts for the networks.

2. LGBTQ+ and Trans Awareness Training

Working with a wide range of statutory, voluntary and community organisations including police, local authorities, health/NHS, further and higher education and schools. Developing and delivering high quality LGBTQ+ and Trans awareness training as part of the LGBTQ+ Team.

3. Teams and Supervision

The post holder will attend regular team meetings, 121's and peer support as well as contributing to monitoring reports and impact reports.

4. Transport

The post holder should ideally have access to transport and a driving license; or the ability to travel across the area including: Bath & North East Somerset, Gloucestershire, North Somerset, Somerset and South Gloucestershire.

5. Working from home / remote working

As a diverse and inclusive organisation, we provide a flexible remote working environment for staff and volunteers.

PERSON SPECIFICATION

Key

A = Application form	
I = Interview	R = References
T = Assessment, test or exercise	D = Disclosure check

	KNOWLEDGE, SKILLS AND EXPERIENCE	DESIRABLE/ ESSENTIAL	ASSESSED
GENERAL			
1	Demonstrate good IT skills with up-to-date knowledge of systems and keeping accurate records.	E	A, I
2	Ability to assess outcomes based on evidence and action appropriate tasks.	E	A
3	Ability to network, develop, and sustain effective relationships with multi-agency partners.	E	A
4	Good working knowledge of location and local agencies / organisations.	D	A, I
5	Experience of support planning and working holistically with a range of groups and organisations.	D	A, I
6	Ability to form positive boundaries in working relationships with a wide range of service users and clients with a spectrum of communication and other needs.	E	A, I
7	Ability to maintain confidentiality and professional boundaries.	E	A, I
8	Work in collaborative and supportive way and, where necessary, independently	E	A, I
9	Experience of presenting to funders, staff / Board members, including experience of report writing.	D	A, I
10	UK driving licence, and access to a car, or the ability to travel throughout the area.	E	A
11	Commitment to equalities and anti-discriminatory working practice.	E	A, I
12	Work flexibly, including evenings, weekends and unsocial hours, as required.	E	A, I

13	Good communication skills and time management and an awareness of access needs.	D	I
14	Experience of facilitating group work and training.	D	A, I
15	Ability to work effectively and collaboratively under pressure, often to tight deadlines.	E	A
16	Knowledge and experience of equalities legislation, and policies, and anti-discriminatory practices.	D	I

	KNOWLEDGE, SKILLS AND EXPERIENCE	DESIRABLE/ ESSENTIAL	ASSESSED
COMMUNITY DEVELOPMENT WORK			
17	Understanding of LGBTQ+ people's experiences, and the issues which affect LGBTQ+ people's lives.	E	A
18	Understanding of confidentiality and safeguarding.	E	I
VOICE AND INFLUENCE			
20	Experience of organising meetings and events.	E	A
21	Knowledge of the range of voluntary, community and statutory organisations relevant to the role and ability to network and develop on-going relationships with partner organisations.	D	A
22	Knowledge of relevant legislation and policies.	D	A,I
23	Experience of living and/or working in LGBTQ+ communities.	E	A
24	Ability to engage and inspire people.	D	A/I
TRAINING			
25	Knowledge and lived experience of issues affecting equalities communities.	E	A
26	Experience of delivering equalities-related and skills-based training to small groups using interactive and experiential approaches.	E	A/I
27	Knowledge and understanding of equality and inclusion, Equality Act, and how to treat people from all backgrounds with dignity and respect.	D	A
28	Positive and enthusiastic with the ability to engage learners and encourage and facilitate open discussion to support 'myth-busting' and create greater understanding.	E	A/I
29	Ability to develop training materials and session plans that meet learning objectives and outcomes.	D	A
30	Experience of evaluating training and making positive changes based on feedback.	D	A
31	Understanding and ability to maintain professional confidentiality and basic knowledge of data protection.	E	I
32	Good organisation, time management and record-keeping skills, and awareness of any access needs.	E	A
33	Full driving licence and access to own vehicle, or access to public transport.	E	A
34	Prepared to work flexibly and remotely.	E	A/I
35	Knowledge of community organisations supporting equalities groups in the area.	D	A
36	Ability to signpost to wider learning resources and support organisations.	D	A

JANUARY 2024