

JOB DESCRIPTION

Education Manager

Closing Date:	Friday 14 th January, 4pm
Interview date:	Wednesday 16 th January (digitally)
Contract Details:	Duration: Permanent
	Contract: Full or part-time (30 to 37hrs per week)
	Salary: £28,977 - £31,563 per annum, dependent on experience (pro rata for part-time)
	Location: Hybrid working (a combination of working from home and a local office base in either Glasgow or Edinburgh)

December 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 aged 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.

To enable us to deliver our work we have a team of around 45 staff 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.

You can also download a copy of our most recent strategy here:

<https://www.lgbtyouth.org.uk/media/2312/lgbtys-strategy-refresh-2020.pdf>

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.

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 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 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.

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.

Your New Role:

As the Education Manager, you will play an important part in building our Inclusive Education portfolio, influencing policy and decision makers, and growing the LGBT Education Charter across Scotland. With the Head of Programmes, you will be responsible for developing and delivering LGBT Youth Scotland's key Educational Programmes, working closely with Scottish Government, National Education groups and key decision makers to ensure LGBT Inclusive Education remains a key priority, and overseeing the development and delivery of the LGBT Charter Education Programme.

Your employment will be confirmed after successful 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 mhairi.crawford@lgbtyouth.org.uk for an informal conversation prior to applying.

We look forward to receiving your application.

Mhairi Crawford
Chief Executive

Background Information

Terms & Conditions

- ➔ **Job Title:** Education Manager
- ➔ **Contract:** Permanent
- ➔ **Pay:** £28,977 - £31,563 FTE per annum, dependent on experience
- ➔ **Location:** Hybrid working – home and either Glasgow or Edinburgh work base, with regular local travel and occasional travel to other parts of Scotland.
- ➔ **Hours:** 30 to 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 pro-rata for par-time staff. Flexible and agile working options and up to 3 days leave to volunteer for another organisation.

How to apply:

Visit <http://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: mhairi.crawford@lgbtyouth.org.uk

ROLE PROFILE

Role Title: Education Manager Reporting to: Head of Programmes	Team: National Programmes Location: Hybrid working, Home and Glasgow or Edinburgh with travel
Salary: £28,977-£31,563 FTE per annum	Agreed by: Mhairi Crawford, CEO Date: December 2021
Core Purpose of the Role: <ul style="list-style-type: none"> Working with the Head of Programmes, responsible for developing and delivering LGBT Youth Scotland’s key Educational Programmes which seek to build the capacity of professionals and decision makers to meet the needs of LGBTI young people This role will focus on ensuring programmes are delivered to a high standard through effective project and people management. Key to this role will be the management, development and oversight of the LGBT Education Charter 	
Principal Responsibilities: <ul style="list-style-type: none"> Manage LGBT Youth Scotland’s Educational Programmes ensuring work is delivered to a high standard, on time, on target with measurable impact Work closely with Scottish Government, National Education groups and key decision makers to ensure LGBT Inclusive Education remains a key implementation focus. To ensure educational programmes are evaluated effectively and key achievements are celebrated internally and externally Oversee the development and delivery of the LGBT Education Charter programme <ul style="list-style-type: none"> Support development and implement of the Strategic Education Plan Manage sign-ups, update processes and ensure client management standards Directly support LGBT Education Charter clients, delivering and developing training and other materials Ensure robust financial management of funded programmes; identifying new funding opportunities to sustain and develop the work of LGBT Youth Scotland Effectively manage staff and volunteers to implement programme deliverables; supporting them to plan, perform and develop their skills and knowledge Work in partnership with organisations, colleagues and young people, recognising their expertise and knowledge To work within LGBT Youth Scotland’s framework of policies and procedures, particularly in relation to GDPR and financial management To contribute to key organisational priorities outlined in LGBT Youth Scotland’s Strategy and other tasks as required 	
Vision To be a key member of the management team, working with other managers to highlight the importance of fundraising to the organisation and the impact of our work to supporters	
Key Priorities over the next 12 months: <ul style="list-style-type: none"> Strengthening relationships with key partners Oversight of the LGBT Education Charter, working with the Leadership Team to develop a long term strategy for the full education pipeline Identify consistent monitoring and evaluation methods for Educational Programmes 	

CANDIDATE SPECIFICATION

	Essential	Desirable
Education & Qualification	<ul style="list-style-type: none"> ▪ Educated to Higher Education level or equivalent demonstrable experience 	<ul style="list-style-type: none"> ▪ Qualifications in a relevant discipline
Experience, Knowledge and Expertise	<ul style="list-style-type: none"> ▪ Experience of effectively overseeing and managing programmes and projects. ▪ Experience of developing programmes ▪ Experience of effective people management ▪ Experience of project planning, development, management and evaluation ▪ Experience of effectively overseeing and managing budgets ▪ Experience of effective communication and engagement with a diverse range of professionals ▪ Experience of training delivery to professionals and/or staff 	<ul style="list-style-type: none"> ▪ Experience of project leadership and financial management ▪ Knowledge and understanding of children’s rights and human rights approaches ▪ Experience of working in the field of community learning and development, equality or human rights ▪ Experience of applying for funding in the voluntary / third sector or similar ▪ Knowledge of the LGBT Schools Charter ▪ Knowledge and experience of working within the Education Landscape in Scotland

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 ▪ Excellent project management skills, including the ability to work with a number of outcomes and stakeholders ▪ Conscientious approach to meeting deadlines and delivery of work to meet the needs of supporters and other stakeholders ▪ Effectively working with the wider organisational team
Personal effectiveness	<ul style="list-style-type: none"> ▪ Excellent written and communication skills ▪ Ability to articulately and confidently communicate with others to convey key messages ▪ Ability to build effective relationships with colleagues, external stakeholders and supporters ▪ Positive attitude with the ability to work on your own initiative to achieve results ▪ Excellent organisational skills

<p>Person centred</p>	<ul style="list-style-type: none"> ▪ Awareness of the issues which can affect LGBTI young peoples' lives ▪ Ability to work with supporters to match their needs to the needs of the organisation ▪ Commitment to meaningful youth participation and engagement
<p>Working practices</p>	<ul style="list-style-type: none"> ▪ Able and willing to travel across Scotland to deliver work ▪ Ability to work flexible hours (including evenings), with a time off in lieu (TOIL) system ▪ Commitment to individual rights, equality, and anti-discriminatory practice